SPARS Web

State Permitting and Air Reporting System for the Web

By
SciCon, LLC
For the
Iowa Department of Natural Resources

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1 SPARS Web Overview

1.1 What is SPARS Web?

SPARS (State Permitting and Air Reporting System) Web is a web-based program designed to allow citizens, industry and others access to a wide array of air pollution control information. SPARS Web provides the following features:

Air Permit Applicants can receive construction or operating permit application software and updates via electronic means. In addition, Applicants can fill out applications by computer and also attach supporting documentation in electronic formats.

IDNR Staff will receive more consistent and reliable information via these electronic applications. Because of this, the quality of the database of information available to the public will be enhanced. This will allow for easy generation of reports, queries, and database maintenance. In addition, this will allow multiple users to view the same information simultaneously.

The Public can use the Internet to view reports and queries for emissions information, track local permit applications, and view emissions summaries. The public can also download the stand-alone version of SPARS Web and make inquiries to IDNR about Site ID's and other areas of concern.

1.2 Running SPARS Web

SPARS Web is a web-based application. To run SPARS Web you must have Microsoft Internet Explorer® (version 5.0 or greater) installed on your PC.

1.3 SPARS Web Opening Window

When SPARS Web opens a **Welcome Window** provides information on the system, accessing online help, and contact information. The following information is available on the Welcome Window:

1.4 Contact information

To contact the IDNR for a Site Identification Number,

Call: (515) 242-5100
Fax: (515) 242-5094
E-Mail: spars_id@mail.dnraq.state.ia.us

Write to: Attn: SPARS
Iowa DNR-Air Quality Bureau
7900 Hickman Road, Suite 1
Urbandale, IA 50322

Website: http://www.dnraq.state.ia.us

Sample Site: SPARS includes a sample site so users can "test drive" SPARS Web. For information on this Sample Site, from the **Help** menu select **View a Sample Site**.

Click the **X** in the upper right corner of the Welcome Window to close it. If you do not want the Welcome Window to appear every time you open SPARS Web, unclick the **Show welcome at startup** box. You can access the Welcome Window by selecting **Help|Welcome Window** from the main menu.

There are three separate areas in the SPARS Web opening window: the Main menu, the Icon Toolbar and the Main Window containing the Application Query Tool (see page 2-8).

1.5 Main Menu

NOTE: Not all items on the Main Menu are visible at any given time. Certain selections, such as View, are only available in a few specialized areas of the program.

Select these items to open the following dropdown menus:

1. **FILE:**

   Open: Opens a submenu to provide access to:

   Query Tool - see page 2-8.

   Save: Saves the current work.

   Save As: Saves the current work as a different file.

   Print: Print the information in the current window.

   Print Preview: Allows you to view the current form or print an entire application. See Print and Print Preview for more information.

   Print Setup: Opens standard Print and Printer setup dialog boxes.

   Exit: Exits **SPARS**.

2. **EDIT:** Opens standard Microsoft Windows editing functions.

   Undo (CTRL – Z): Undoes the most recent data activity.

   Cut (CTRL – X): Removes highlighted text or data and places it in the Windows clipboard.

   Copy (CTRL – C): Copies highlighted text or data and places it in the Windows clipboard.

Paste (CTRL – V): Places the information in the Windows clipboard where the cursor is located.

Clear: Removes data or characters from the highlighted field(s).

Refresh Data: Refreshes data in the current open application that was entered in the Site Management function.

3. **VIEW:** This option appears only when you are in certain SPARS Web functions, such as those in the Site Management option, below. **View** provides access to six selections.

   First: moves to the first record in the database.

   Prior: moves to the prior record in the database.

   Next: moves to the subsequent record in the database.

   Last: moves to the last record in the database.

   Sort: allows you to Sort through all records.

   Filter: allows you to narrow down a selection process by creating a Boolean phrase. See page 11-3 for additional information on Sort and Filter.

4. **REPORTS:**

   Reports: Opens the Reports function (page 10-1). In addition, a special Report Menu option appears when you are in the Reports function.

5. **SITE MANAGEMENT:** Opens Site Management functions that allow you to enter detailed information about every aspect of the site.

   Sites: Opens the Site Management tool (page 2-1).

   Emission Points: Opens the Emission Points tool (page 2-5).

   Emission Units: Opens the Emission Units tool (page 2-11).

Control Equipment: Opens the Control Equipment tool (page 2-16).

Monitor Equipment: Opens the Monitor Equipment tool (page 2-18).

6. **SECURITY:** Allows you to change your Password. Allows those with proper administrative rights the ability to change roles for users and to create/delete users at either AQB or at the Facility. Only those individuals with proper administrative access can perform many of these functions. (page 9-1)

7. **WINDOW:** Provides access to basic Windows functions:

   Cascade: Arranges all open SPARS Web functions vertically in the SPARS Web Window.

   Tile Horizontal: Arranges all open SPARS Web functions evenly from left to right in the SPARS Web Window.

   Tile Vertical: Arranges all open SPARS Web functions evenly vertically in the SPARS Web Window.

   Layer: Stacks all open SPARS Web functions.

   Minimize All Windows: Minimizes all open SPARS Web functions.

   Undo: Undoes the last arrangement of windows in the Window menu option.

   All open windows and tools in SPARS Web are listed in the area beneath the Undo function.

8. **HELP:**

   Help Topics: Opens the online help for the current active window in SPARS Web. Context-sensitive help is also available by pressing the **F1** key on the keyboard.

   View Sample Application: This is a read-only window. This window is divided into two sections. First, select the Application to view by clicking

on the appropriate folders on the left side to locate the name of a desired Form.

Click the Form name to display a sample of this completed form in the right window.

To **Print** the sample application, double click the sample picture to open Microsoft's Paint program. The sample form is displayed. Select **File|Print** to print the sample form.

Welcome Window: Opens the Welcome Window, containing contact information and information about the current version of SPARS Web.

1.6 Icon Toolbar

There are several icon toolbars, each containing separate icons. Not every toolbar is visible in every location in SPARS Web. The different toolbars are shown below:

 **Quick Tool toolbar:** This toolbar is always visible.

 **Quick Tool:** a shortcut to the SPARS Web Application Query Tool.

 **Exit:** Shortcut to exit SPARS Web.

 **Microsoft-function toolbar.** Some of these icons also appear in other toolbars.

 **Open:** Opens a queried file.

 **Save:** Saves the current open file.

 **Print:** Prints the current report or application.

 **Cut:** Cuts the highlighted data and places it on the Windows clipboard.

 **Copy:** Makes a copy of the highlighted data and places it on the Windows clipboard.

 **Paste:** Places the data on the Windows clipboard where the cursor is located.

 **Undo:** Undoes the last action.

 **Application toolbar.** This toolbar appears when you are working in any application or questionnaire.

 **Confidential:** Makes the current active field (where the cursor is located) Confidential. See page 1-9 for more information.

 **Print Preview:** Allows you to preview the appearance of the currently active application.

 **Site Management toolbar** is active when you are working in a Site Management function.

 **Insert:** Inserts a record above the location of the cursor. NOTE: This function does not create or insert a new site. Sites must be created at IDNR.

 **Delete:** Deletes the current record. This function does not delete Sites, which can only be deleted by IDNR.

 **Refresh:** Refreshes the data for the current site with the most recent information entered in SPARS Web.

 **VCR Buttons:** Used in the Sort and Filter functions (and elsewhere).

 **First:** Moves to the first record.

 **Previous:** Moves to the most recent record.

 **Next:** Moves to the next record.

 **Last:** Moves to the last record.

 **Reports toolbar:** This appears only when you are in the Reports function.

 **Save Report:** Saves a Report you have created.

 **Load Report:** Opens a previously saved Report.

1.7 Confidential Application

SPARS Web allows you to select fields in your application that will remain "confidential," which means the information in certain fields is automatically withheld from public scrutiny. The information in the selected field is still visible onscreen. However, it is not visible on a printout of the application.

NOTE: Confidentiality is not available for every field, some of which are mandated by law to remain available to the public. All designations of confidentiality made by a facility will be reviewed by IDNR.

Making Fields Confidential

This function is available for both Operating and Construction Applications.

1. Click the **Confidential Application** checkbox in the upper right corner of the Main Application window (or, alternately, select **Tools|Confidential** from the Main menu.)

2. Highlight the field you want designated confidential.

3. The following notice appears: "You are requesting that portions of this application be considered confidential. For this request to be granted, you must submit the information required by 561 Iowa Administrative Code (IAC) 2.5. Please include your documentation as an attachment to the first form of your application."

4. Click the **Confidential** icon () in the Icon toolbar (or, alternately, select **Tools|Confidential** from the Main menu.). The select field will turn yellow.

5. Repeat steps 2 - 4 above for all fields in all forms that you want Confidential.

6. To **remove** Confidentiality from a field, move the cursor to a field with the yellow Confidentiality marker and click the **Confidential** icon again (or, alternately, select **Tools|Confidential** from the Main menu.) The field returns to normal colors.

The fields you selected as Confidential will be reviewed by the Iowa Department of Natural Resources to ensure they are in keeping with regulatory requirements.

2 SITES

2.1 About Site Creation

Sites are not created in SPARS Web. Because all sites must reside in the main database at IDNR, sites (which consist of a Site ID and Site Name) are created at IDNR.

If a new Site must be created, contact IDNR for additional information.

Your User ID login name determines the Sites that populate the Site Name/Site ID lists of values.

Use the following links for information about entering Site and Permit information.

2.2 Entering Site Data

From the main menu select **Site Management | Sites**. The Site Management tool opens.

Use the **Site ID** or **Site Name** LOV to select the desired Site. Click **Query Site Information**. You can now enter/edit information for the selected Site.

Site Location tab:

All fields with asterisks are mandatory. Enter the Name and Address of the Site. Use the LOV to select the two-letter State abbreviation.

Enter the Site's EIQ Number in the **EIQ No,** field. (Note: this is the only location in SPARS Web where the EIQ Number is entered.)

UTM Zone/Easting Amt/Northing Amt: Provide the UTM Zone and Easting/Northing amounts in meters.

Enter the **Latitude** and **Longitude** of the Site.

Responsible Official button: This is located above the Site Location tab. Enter the Name, Title, and E-mail address of the Responsible Official for this application. If the Responsible Official's address is the same as the Location address, click the **Copy Location Address to Responsible Official Address** button to automatically fill the address fields. If they are different, enter the correct address of the Responsible Official.

Mailing Address button: If the mailing address is the same as the Location Address, click the **Copy Location Address to Mailing Address** button to automatically fill the address fields. If they are different, enter the mailing address of the Facility. .

Parent Address button: Enter the Parent Company/Owner Name. If the Parent address is the same as the Location Address, click the **Copy Location Address to Parent Address** button to automatically fill the address fields. If they are different, enter the Parent address of the Facility.

Other Information tab: Enter the requested information:

Public or Private Type: Use the pull-down menu to select whether this is a public or private facility.

Facility Employees Count: Enter the number of full time (40 hr/wk) employees at this facility. Two part-time employees working 20 hours per week each will qualify as one full-time employee.

Iowa Company Employees Count: Enter the number of full time (40 hr/wk) employees in the State of Iowa. Two part-time employees working 20 hours per week each will qualify as one full-time employee.

Start/Ceased Operation Date: Enter the date this facility began/ceased operation.

Use the pull-down menu to select the **Spray Material Gallon Usage Code**.

Use the pull-down menu to select the **PSD Classification Code**. The choices are Major, Minor or Unknown.

Portable Flag: Select the checkbox only if this Site is portable. If portable, enter a **Portable Location Description**.

Click all the appropriate checkboxes that apply for this Site. Choices include **Title IV Box, Operating Major Source**, **Nonattainment Area**, **Potential 100 TPY**, and **Potential 10TPY HAP**.

Enter a description of the **Actual Operating Schedule Description** and **Max Operating Schedule Short Description**.

Type | SIC Code | NAICS Code: Enter all appropriate SIC/NAICS codes for this site. Use the LOVs to select the appropriate **Primary SIC** and **NAICS** codes. To create rows for Secondary, Tertiary, etc. codes, place the cursor in the Primary row and click the **Insert** icon. A link to the SIC – NAICS Website of the US Census Bureau is provided for assistance in selecting the appropriate codes.

Business Description tab: Enter a basic description of the business in the large field.

Comments tab: Enter additional comments about the function of the business on this tab.

Click these buttons to enter additional data for this Site. For information about these functions, go the following pages::

Emission Points – page 2-5

Emission Units – page 2-11

Control Equipment – page 2-16

Monitor Equipment – page 2-18

Saving Your Data

To save your site information, either:

- Click the Save icon, or
- Select **File | Save** from the main menu, or
- Click the **X** in the upper right corner of the window. You will be prompted to save your changes. Select **Yes**.

2.3 Deleting Sites

Sites can be deleted only by IDNR. If you believe a current site is incorrect or requires deletion, contact IDNR for information.

2.4 Emission Points

To create or edit Emission Points, either:

- Select **Site Management | Emission Points** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Points** button at the bottom.

All current Emission Points for the selected Site are listed in the **Emission Point ID** field.

2.4.1 Create Emission Points

Place the cursor in the **Emission Point ID** field and click the **Insert** icon ().

A blank line appears. Enter the **ID** number of the new Emission Point.

2.4.2 Enter Emission Point Data

Highlight the desired Emission Point in the **Emission Point ID** field. All data associated with the buttons/fields are associated with the highlighted Emission Point.

General button: This button is automatically selected when the Emission Point form is first opened.

Enter a **Descriptive Name** of the new Emission Point.

Use the pull-down menu button to select the **Emission Point Type** of the new Emission Point. If either **Fugitive** or **Other** is selected, enter a description in the provided field. NOTE: This is the only location in SPARS Web where you can designate a Fugitive Emission Point

Enter the **AIRS ID Number** of the Emission Point. Although this is an obsolete number, the AIRS ID number can be entered if desired. IDNR does not require this number.

Enter the **Start Date** of the new Emission Point.

If the new emission point has ceased operation, enter the **Ceased Operation Date**.

Flags and Types button:

Check all appropriate boxes (**Bypass, Emission Factors**, etc.) to indicate the basis for Emission Calculations.

If none apply, click the **Calculation Other** box. Enter a **Description** of the calculation.

If there is a **Rain Cap**, check the Rain Cap box and enter a **Description** of the Rain Cap.

Use the pull-down menu to select whether this is a **Single or Dual Type**.

Provide the UTM Coordinates in the following fields:

UTM North - South Type: Select whether the number is UTM North or South.

UTM North - South Distance Amount Feet: Enter the amount (in feet) of the UTM North/South distance.

UTM East - West Type: Select whether the number is UTM West or East.

UTM East - West Distance Amount Feet: Enter the amount (in feet) of the UTM West/East distance.

Exhaust Button:

Exhaust Velocity Amount Feet/Second: Enter the exhaust velocity in Feet per Second.

Exhaust Rated Flow Rate: Enter the rated capacity of the exhaust fan.

Exhaust Flow Unit: Use the LOV to select whether this capacity is in ACFM (Actual Cubic Feet per Minute) or SCFM (Standard Cubic Feet per Minute).

Provide the **Exhaust Moisture Content %** of the exhaust gas, if known. If unknown, leave this field blank.

If the emission temperature is ambient (air temperature), check the **Exit Temperature Ambient** box.

If the exhaust temperature is not ambient, enter the **Exit Temperature** of the exhaust gases at the emission point in degrees Fahrenheit.

Specifications button:

Select the shape of the stack or vent opening (Circular, Rectangular, Other) and provide its dimensions. Use the LOV to select the Units of measure.

Provide the **Stack Height** (in feet) above the ground and above the highest building level.

Enter the straight-line distance (in feet) of the stack from the **Nearest Property Line**.

Select the **Discharge Style**.

Enter the **Building Dimensions** of the building containing the stack.

Saving Information

To save new data, either:

- Click the **Save** icon, or
- Select **File|Save** from the main menu, or

Click the **X** in the upper right corner. You will be prompted whether you want to save your changes. Click **Yes**.

Assigning Emission Units to Emission Points

Open the Emission Points tool for the desired Site by either:

- Selecting **Site Management | Emission Points** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Points** button at the bottom.

All current Emission Points for the selected Site are listed in the **Emission Point ID** field.

To assign an Emission Unit to and Emission Point:

9. Highlight the desired Emission Point ID in the field on the left.

10. Click the **Emission Units** button in the array in the upper right of the form (directly below the General button).

11. All Emission Units for the selected Site are listed in the **Available for Site** field. Highlight the ID of the Emission Unit to Assign in the **Available for Site** field and click the **<** button. The Emission Unit ID now appears in the **IDs in Application field.**

12. Repeat the above step to assign additional Emission Units to the current Emission Point.

13. To unassign an Emission Unit to this Emission Point, highlight its ID in the IDs in Application field and click the **>** button.

14. To assign Emission Units to a different Emission Point for this Site, highlight a different Emission Point ID and repeat the above steps.

Assigning Control Equipment to Emission Points

Open the Emission Points tool for the desired Site by either:

- Selecting **Site Management | Emission Points** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Points** button at the bottom.

All current Emission Points for the selected Site are listed in the **Emission Point ID** field.

To assign Control Equipment to an Emission Point:

1. Highlight the desired Emission Point ID in the field on the left.

    15. Click the **Control Equipment** button in the array in the upper right of the form (directly below the Flags and Types button).

    16. All Control Equipment for the selected Site are listed in the **Available for Site** field. Highlight the ID of the Control Equipment to Assign in the **Available for Site** field and click the **<** button. Control Equipment ID now appears in the **IDs in Application field.**

    17. Repeat the above step to assign additional Control Equipment to the current Emission Point.

    18. To unassign Control Equipment to this Emission Point, highlight its ID in the IDs in Application field and click the **>** button.

    19. To assign Control Equipment to a different Emission Point for this Site, highlight a different Emission Point ID and repeat the above steps.

Assigning Monitoring Equipment to Emission Points

Open the Emission Points tool for the desired Site by either:

- Selecting **Site Management | Emission Points** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Points** button at the bottom.

All current Emission Points for the selected Site are listed in the **Emission Point ID** field.

To assign Monitoring Equipment to an Emission Point:

1. Highlight the desired Emission Point ID in the field on the left.

    20. Click the **Monitoring Equipment** button in the array in the upper right of the form (directly below the Exhaust button).

    21. All Monitoring Equipment for the selected Site are listed in the **Available for Site** field. Highlight the ID of the Monitoring Equipment to Assign in the **Available for Site** field and click the **<** button. The Monitoring Equipment ID now appears in the **IDs in Application field.**

    22. Repeat the above step to assign additional Monitoring Equipment to the current Emission Point.

    23. To unassign Monitoring Equipment to this Emission Point, highlight its ID in the IDs in Application field and click the **>** button.

    24. To assign Monitoring Equipment to a different Emission Point for this Site, highlight a different Emission Point ID and repeat the above steps.

2.5 Emission Units

To create or edit Emission Units, either:

- Select **Site Management | Emission Units** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Units** button at the bottom.

All current Emission Units for the selected Site are listed in the **Emission Unit ID** field.

2.5.1 Create Emission Units

Place the cursor in the **Emission Unit ID** field and click the **Insert** icon ().

A blank line appears. Enter the **ID** number of the new Emission Unit.

2.5.2 Enter Emission Unit Data

Highlight the desired Emission Unit in the **Emission Unit ID** field. All data associated with the buttons/fields are associated with the highlighted Emission Unit.

Units button: This button is automatically selected when the Emission Unit form is first opened.

Emission Unit Name: Enter the name of the Emission Unit.

Enter the **EU Activity Type** of the new Emission Unit; use the onscreen instructions for determining the Activity Type.

Enter the **AIRS ID Number** of the new Emission Unit.

Enter the **Emission Control Type** of the new Emission Unit.

Enter a **Location Short Description** of the of the Emission Unit.

Make/Model button:

Enter the requested information for the new Emission Unit.

If the equipment is custom designed or homemade, enter **Custom** in the **Manufacturer**, **Model**, and **Model Name** fields.

Use the LOV to select the **Use of Engine Type**. If **Other** was selected, enter a description of this use in the **Use of Engine Other Text** field.

Provide the **Maximum Capacity** of the Emission Unit. Use the pull down menu to select the **Maximum Capacity Units**.

Enter the use dates in the fields provided.

Construction Date is the date the construction of the unit began.

Installation Date is the date the unit was first installed.

Modification Date is the date the unit was last modified.

Intended Start Date was the date the unit was originally intended to be in service.

Actual Start Date was the date the unit actually started use.

Cease Operation Date was the date (if any) that the unit ceased operation.

Schedule button:

Enter the **Federal Enforcement Limit** and **Permit or Rule Limit**. If the permit was created by rule, click the **Permit by Rule** box.

Enter a description of the **Actual Operating Schedule** and **Max Operating Schedule**.

Flow button:

In the text field, enter a **Process Flow Description**.

Construction Limits button:

In the text field enter a **Construction Limits Description**.

Processes button:

Use the LOV to select the first **SCC No** of the processes associated with this unit.

If there are multiple SCC numbered processes associated with this unit, create additional spaces by placing the cursor in the first row and either click the **Insert** icon or right-click and select **Insert.** A new row appears. Repeat this step to create as many rows as are necessary.

The fields at the bottom are associated with the currently highlighted SCC No at the top. To enter this data for all listed SCC Numbers you must click each number in turn and add data for it.

Start Operation Date: Enter the date that the unit began operation.

Ceased Operation: Enter the date (if any) that the unit ceased operation.

Max Design Rate Amount: Enter the designed maximum rate for this emission unit.

Max Design Rate Units: Use the LOV to select the unit for the Max Design Rate. The unit selected will be in units Per Hour.

Raw Material: Enter a description of the raw materials used by this emission unit.

Assigning Control Equipment to Emission Units

Open the Emission Units tool for the desired Site by either:

- Selecting **Site Management | Emission Units** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Units** button at the bottom.

All current Emission Units for the selected Site are listed in the **Emission Unit ID** field.

To assign Control Equipment to an Emission Unit:

1. Highlight the desired Emission Unit ID in the field on the left.

    25. Click the **Control Equipment** button in the array in the upper right of the form (directly below the Make/Model button).

    26. All Control Equipment for the selected Site are listed in the **Available for Site** field. Highlight the ID of the Control Equipment to assign in the **Available for Site** field and click the **<** button. The selected Control Equipment ID now appears in the **IDs in Application** field**.**

    27. Repeat the above step to assign additional Control Equipment to the current Emission Unit.

    28. To unassign Control Equipment to this Emission Unit, highlight its ID in the **IDs in Application** field and click the **>** button.

    29. To assign Control Equipment to a different Emission Unit for this Site, highlight a different Emission Unit ID in the field on the left and repeat the above steps.

Assigning Monitoring Equipment to Emission Units

Open the Emission Units tool for the desired Site by either:

- Selecting **Site Management | Emission Units** from the main menu; use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Units** button at the bottom.

All current Emission Units for the selected Site are listed in the **Emission Unit ID** field.

To assign Monitoring Equipment to an Emission Unit:

1. Highlight the desired Emission Unit ID in the field on the left.

    30. Click the **Monitoring Equipment** button in the array in the upper right of the form (directly below the Schedule button).

    31. All Monitoring Equipment for the selected Site are listed in the **Available for Site** field. Highlight the ID number of the Monitoring Equipment to Assign in the **Available for Site** field and click the **<** button. The Monitoring Equipment ID now appears in the **IDs in Application field.**

    32. Repeat the above step to assign additional Monitoring Equipment to the current Emission Unit.

    33. To unassign Monitoring Equipment to this Emission Unit, highlight its ID in the **IDs in Application** field and click the **>** button.

    34. To assign Monitoring Equipment to a different Emission Unit for this Site, highlight a different Emission Unit ID and repeat the above steps.

2.6 Control Equipment

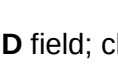
To create or edit Control Equipment, either:

- Select **Site Management | Control Equipment** from the main menu; then use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Control** button at the bottom.

All current Control Equipment for the selected Site are listed in the **Control Equipment ID** field.

2.6.1 Create Control Equipment

Place the cursor in the **Control EquipmentID** field; click the **Insert** icon ().

A blank line appears. Enter the **ID** number of the new Control Equipment.

2.6.2 Enter Control Equipment Data

Highlight the desired Control Equipment in the **Control Equipment ID** field. All data associated with the buttons/fields are associated with the highlighted Control Equipment.

Equipment button: This button is automatically selected when the Control Equipment form is first opened.

Enter the **Control Equipment Name**, its **Manufacturer**, and **Model Number**. If the Control Equipment is customized or homemade, enter **Custom** in these fields.

Date of Installation: Enter the date the equipment was first installed.

Date of Modification: Enter the date (if any) that the equipment was last modified.

Start Operation Date: Enter the date the equipment was first placed in operation.

Cease Operation Date: Enter the date, if any, that the equipment cease operation.

If the operating schedule for this Control Equipment is different than the operating schedule for its associated Emission Unit, check the box and enter the schedule for the Control Equipment in the field provided.

Capture Hood involved: Select the checkbox if there is a **Capture Hood involved** with this control equipment. Enter its **Capture Hood efficiency**, if known.

If the Control Equipment exhausts directly to the atmosphere, select the **Exhaust to atmosphere** box.

Efficiency button:

Manufacturer's design specifications and performance data/guarantee: check this box if there is a guarantee from the Manufacturer regarding the equipment's specifications and performance.

Other Efficiency: Check this box if there is a known efficiency standard for this equipment. If checked, enter a description in the **Efficiency Other Short Description** field.

Stack Testing Report: Check if there is an available stack test report for this equipment.

If checked, enter the **Stack Test Date** and a description of the **Stack Test Method**.

Specifications button:

Enter a description of the **Control Equipment Design Specifications**.

2.7 Monitor Equipment

To create or edit Monitor Equipment, either:

- Select **Site Management | Monitor Equipment** from the main menu; then use the **Site ID** or **Site Name** LOVs to select the desired Site and click **Query Site Information**, or

- If a Site is already open in the Site Management tool, click the **Monitor** button at the bottom.

All current Monitor Equipment for the selected Site are listed in the **Monitor Equpment ID** field.

2.7.1 Create Monitor Equipment

Place the cursor in the **Monitor Equipment ID** field; click the **Insert** icon ().

A blank line appears. Enter the **ID** number of the new Monitor Equipment.

2.7.2 Enter Monitor Equipment Data

Highlight the desired Monitor Equipment in the **Monitor Equipment ID** field. All data associated with the buttons/fields are associated with the highlighted Monitor Equipment.

Equipment button: This button is automatically selected when the Monitor Equipment form is first opened.

Enter the **Monitor Equipment Name**, its **Manufacturer**, **Model Number**, and **Model Year**. If the Monitor Equipment is customized or home-made, enter **Custom** in the above fields.

Installation Date: Enter the date the equipment was first installed.

Start Operation Date: Enter the date the equipment first began operation.

Ceased Operation Date: Enter the date, if any, that the equipment cease operation.

Type button:

Select all boxes that apply to this equipment. If **Other Type** is selected, enter a description in the **Other Type Text** field.

Use the LOV to select the **Measurement Basis Type**.

The remaining fields on this tab refer to Opacity measurements.

Enter the measurement of the stack or duct, in inches, in the **Inside Stack or Duct Diameter at the location of CMS** field.

Select the **Stack Exit Correlation Factor** box if a correlation factor was applied to opacity measurements for this equipment. If selected, describe the correlation factor in the **Stack Exit Correlation Short Description** field.

If the **Averaging Period Type** was 6 minutes select **6 Min** from the LOV. If a period other than 6 minutes was used, select **other** and describe the period in the **Other Averaging Period Text** field.

Opacity button:

Select the checkbox if a **"Combiner" system was used**.

Enter an **Opacity Calculation Description** in the field provided.

Gas button:

This button is used for Gas monitors only.

Select the checkbox if the **Data** was **Reduced to Hourly Averages**.

Enter the **Data Converted to Units Description** in the field provided.

DAS button:

This refers to Primary Data Acquisition System (DAS) Information.

DAS Type: Use the LOV to select the type of DAS system used. If the system used does not appear in the LOV, select **Other** and enter a description in the **DAS Other Text** field.

DAS Manufacturer Name: Enter the name of the manufacturer.

DAS Record Sample Value(s): Enter how frequently the system records sample values, including the Unit of time.

DAS Pollutant Monitor: Enter the full-scale values used during normal operation, including the Units used.

DAS Diluent Monitor: Enter the full-scale values used during normal operation, including the Units used.

DAS Resolution Pollutant Monitor: Enter the resolution (readability) or the smallest scale division of the Pollutant Monitor, including the Units used.

DAS Resolution Diluent Monitor: Enter the resolution (readability) or the smallest scale division of the Diluent Monitor, including the units used.

DAS Backup button:

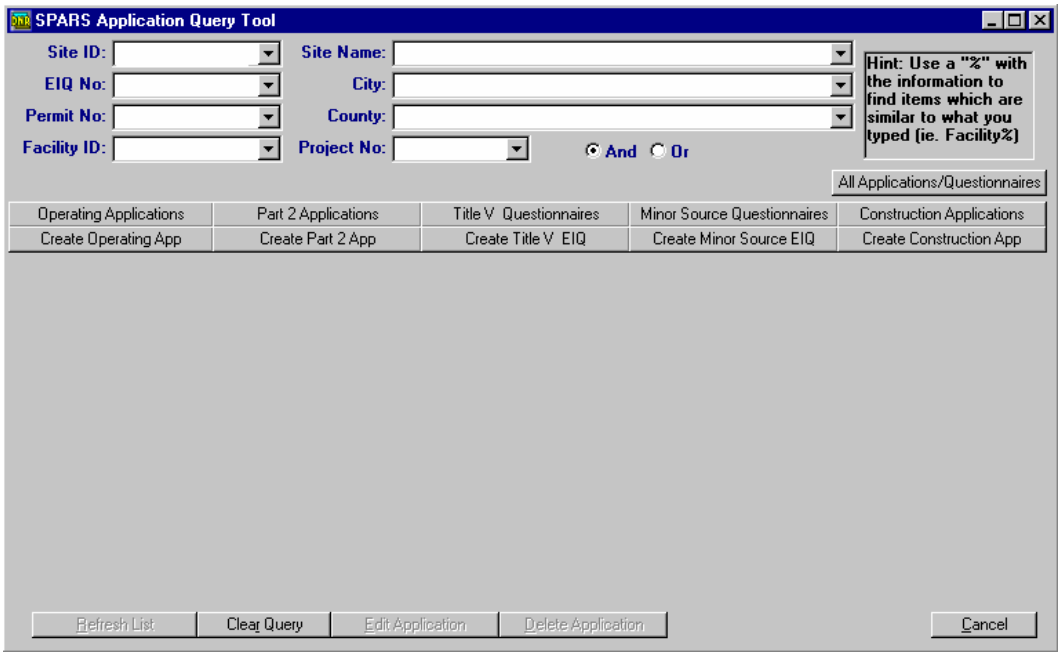
Select the checkbox if there is a **Secondary (Backup) DAS** associated with this equipment. If the checkbox is selected, enter a **Backup DAS Description**.

Comments button:

Enter any Comments about this monitor equipment.

3 Permits and Applications

Click the Query icon  . The Application Query Tool opens, where permits and applications are either created or viewed/edited.

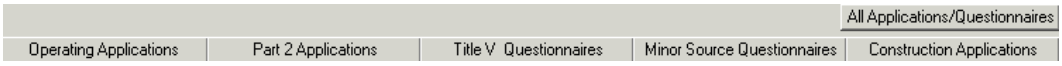


3.1.1 Query for a Site

Use the top fields (Site ID, Site Name, etc.) to locate the desired Site. Use a percent sign (%) to locate similar items; for example, if AD% is entered in the Site Name field, the query will display all Sites that begin with the letters "AD."

Customize a Query by clicking either the **And** or **Or** buttons. These buttons are functional only when more than one Query field is used. The **And** button requires that a successful Query must satisfy all the information entered. The **Or** button requires that the Query will result in all Sites that meet any of the information entered.

To Query, click one of the buttons shown below. All applications/questionnaires of the selected type that match the query information are displayed.



Click **All Applications/Questionnaires** to see a list of all application/questionnaires associated with the queried Site.

The buttons at the bottom of the window perform the following functions:

Clear Query clears the window of all queried application information.

Edit Application opens a highlighted application to edit.

Delete Application deletes the highlighted application.

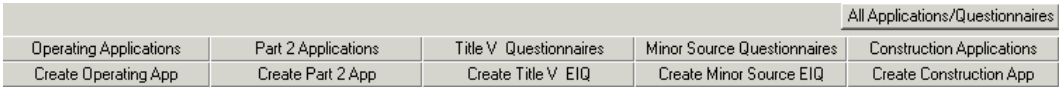
Cancel exits the Application Query Tool.

3.1.2 Edit an Existing Application or Questionnaire

NOTE: Edit Site Information within the Site Management section of SPARS web.

Query for the Site containing the application/questionnaire to edit.

Click the appropriate button of the application/questionnaire type (Construction, Part 2, etc.). All applications of the selected type are displayed.



Highlight the desired application and double-click. The selected application opens.

When editing an application or questionnaire, you must be sure that any changes you make do not affect other sections of the application. For example, if you

delete an Emission Point or Emission Unit all sections of the application that use that deleted item will change.

In most cases, editing involves the same instructions as the creation of an application or questionnaire. See the following sections for information on each type of application or questionnaire.

Operating Permit Application: page 4-1

Air Construction Permit Application: page 7-1

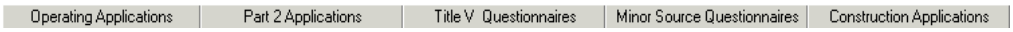
Major Source Emission Inventory Questionnaire: page 6-1

Minor Source Emission Inventory Questionnaire: page 8-1

Part 2 Operating Application: page 5-1

3.1.3 Delete an Existing Application or Questionnaire

1. Only users with administrator access can delete applications.
2. To delete: Query the Site containing the application/questionnaire to delete.
3. Click the appropriate button for the type of application you wish to delete.



4. All permits/questionnaires from that Site of the selected type are displayed.
5. Highlight the name of the permit/application to delete. Click **Delete Application**.
6. You will be prompted whether you want to delete the selection. Click **Yes**.

3.1.4 Create a New Application or Questionnaire

Query the Site containing the new application. In the Application Query Tool. Click the appropriate button in the second row:

1. A blank application of the desired type opens. Site information for the selected site is autofilled in all appropriate fields.

2. See the following sections for Help on creating different applications or questionnaires.

   New Operating Application: page 4-1
   New Part 2 Operating Application: page 5-1
   New Title V Major Source Emission Inventory Questionnaire: page 6-1
   New Minor Source Emission Inventory Questionnaire: page 8-1
   New Construction Application: page 7-1

3.1.5 Submitting a Completed Application to AQB

In SPARS Web the submission of a completed Application requires a single mouse click.

(NOTE: Only users with specific roles can use this function.) To submit a completed Application, highlight its name in the Application Query Tool and click the **Submit to AQB** button. If successfully submitted, a notice will appear: **The application has been submitted to AQB**. If not successfully submitted, an error message will appear.

The Phase Code column shows the submittal/completion status of all questionnaires:

INDUSTRY - The Application is currently being completed by company staff, or was returned to the company by AQB after submittal because of some problems with the application.

DNR - The Application is currently being completed (or worked on prior to submittal) by DNR staff.

INITIAL - The Application has been submitted and is ready for IDNR to review it.

REVIEW - The Application is under review by AQB.

FINAL - The Application was approved in its entirety by AQB.

LEGAL – The Application is under review to determine whether requests for confidentiality of some fields meet IDNR legal standards.

ERROR - Correction of errors required AFTER a permit was issued. This appears when IDNR at first approved a submission but later discovered errors that require correction.

4 Operating Application

To create a new operating application see Section 4.1.

To edit an existing application use the instructions for each form beginning on page 4-3. The instructions for editing an existing application and entering data for a new application are identical.

4.1 Create an Operating Application

Query for the Site in the Application Query Tool. Click **Create Operating App**.

The **Please Enter Submittal Date and Year** box opens. Enter the **Application year** and **Application Date** in the fields provided.

In the **Populate New Application** section select from two options:

- **Copy Data From Site Management:** All Site Management data for this site is automatically entered into all appropriate fields in the new application
- **Copy Data From Previous Document:** All data from a previous application (with the exception of Throughput data from Form 4.0, which will be set to zero) is automatically entered in all appropriate fields in the new application. This option has the following conditions:
    - It is available only if this site already has an existing application;
    - It is available only if the year of the new application is created in a year after the year that the prior application was created. For example, if the prior application was made in the year 2000, data can be copied into a new application if it is created in year 2001 or later.

After selecting one of the above options, click **OK**.

A blank Operating Application, opened to Form 1.0, is displayed.

See the following section for general information regarding how to complete an Operating Application in SPARS Web.

4.2 Overview of Operating Permit Applications

A complete Operating Permit Application consists of all the forms listed below.

The tabs at the top of the Main Window direct you to the different Forms:

The subtabs tabs at the bottom of each form apply to the currently active form shown on the top tabs. For example, when the tab for Form 1.0 is selected, the following subtabs appear:

etc.

All of the subtabs (Heading, Facility Address, Mailing Address, etc.) are all part of Form 1.0. In order to complete Form 1.0 you must make sure that all applicable fields on all subtabs are completed. It is expected that the subtabs will be completed from left to right; this emulates the format of the original paper forms used by IDNR. In most cases users can complete subtabs in whatever order they choose. However, there are some situations where the subtabs must be completed in a left-to-right order.

To view completed sample applications, select **Help|View Sample Application**.

Printing an Application or a Form, go to page 11-2.

Form 1.0 Instructions: see page 4-3.
Form 1.1 Instructions: see page 4-6.
Form 1.2 Instructions: see page 4-10.
Form 1.3 Instructions: see page 4-12.
Form 1.4 Instructions: see page 4-16.
Form 1.5 Instructions: see page 4-18.
Form 2.0 Instructions: see page 4-20.

4.3 Form 1.0 Instructions

Form 1.0: Facility Information is a **REQUIRED** form for all Title V facilities.

Although this program allows you to toggle among all subtabs, to complete Form 1.0 in a manner similar to the paper Form 1.0 complete the subtabs from left to right.

Heading subtab:

Indicate the type of permit you are applying for by clicking the appropriate button. For additional information on applicability please refer to 567—22.101 Iowa Administrative Code.

Check all **Permit Application Type** boxes that are appropriate for your current submittal. For all Title V facilities your first submittal will be an "initial" permit application with an "annual fee submission." NOTE: If additional information is requested by DNR, that submittal must include another Form 1.0 identifying your facility and another Part 3, application Certification of Truth and Accuracy. If this is the case, click the "Supplemental Info" box.

Check all applicable Applications in the **Application Includes** section. Part 3 is required for all submissions.

The **Facility ID** box is automatically filled from the Site Management Window.

The **SITE ID** box is automatically filled from the Add a Site box.

The **EIQ No** is automatically filled from the Site Management section of SPARS Web. If you do not have an EIQ number you must contact IDNR to have one assigned to you.

Facility Address subtab:

Provide the physical location of the facility, including address, city, state and ZIP code.

The **Facility Permit Contact Person** is the individual most familiar with the operations of the plant and who should answer any questions regarding the permit application submitted for this particular facility.

The **Facility Contact Phone Number** and **Facility Contact Fax Number** are the telephone numbers where the contact person can be reached.

The **Facility Contact Email Address** is the email address where the contact person can be reached.

Mailing Address subtab: Enter the Mailing Address of the facility if it is different than the Facility Address.

Parent Address subtab: Enter the name and address of the parent company if another company at a different location owns the facility wholly or in part.

Company subtab:

Parent Company Contact Information: Enter the name, addresses and phone numbers of the contact person (or registered agent) at the parent company.

Facility Total field: Enter the total number of full time and the equivalent number of part time employees. Two part time workers that are employed 20 hours per week are equivalent to one full time worker.

Company Total (Iowa) field: Enter the total number of full time employees that the company employs at all locations in Iowa.

Standard Industrial Classification (SIC) field: Enter the SIC code from the pull down menu that most appropriately describes the type of activity occurring at this facility.

For additional information on SIC codes, see page 11-1.

Responsible subtab: Provide the information requested for the person who is designated for taking responsibility for the truth, accuracy, and completeness of the Title V Permit Application.

Certification subtab: This subtab is informational and describes Application and Certification requirements.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the **SPARS** database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. **SPARS** automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: To save your work, either:

- Click the **Save** icon.
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.4 Form 1.1 Instructions

Form 1.1: Plant Location & Layout **Diagram** is a **REQUIRED** form for all Title V facilities. For information on attaching the diagram to the Form see the instructions in the Attachment subtab, shown below.

Plant Location UTM Coordinates subtab:

Enter the **UTM Zone No.** Use the LOV to select the Zone number.

Plant Location – UTM Coordinates: This is the preferred method of providing the plant location. Enter the plant location as Universal Transverse Mercator (UTM) Zone and horizontal and vertical Coordinates in metric units that identify a point at the facility.

The point designated by the UTM coordinates is referred to as the UTM locator and designates a single point at the facility in which all buildings and emission points are located.

The UTM system was developed by the Army Map Service. This metric coordinate system divides the globe into 60 north-south zones, each covering six degrees of longitude. The State of Iowa is in Zones 14 and 15. The horizontal coordinate (also known as Easting) is the "X" coordinate of the source. The vertical coordinate (also known as Northing) is the "Y" coordinate of the source.

Do not contact the DNR Air Quality Bureau to obtain UTM coordinates for your source. UTM coordinates may be obtained free of charge from the DNR Geographic Information Section (GIS) in Iowa City at 319-335-1575. In order for the GIS staff to provide accurate latitude/longitude in degrees, minutes,

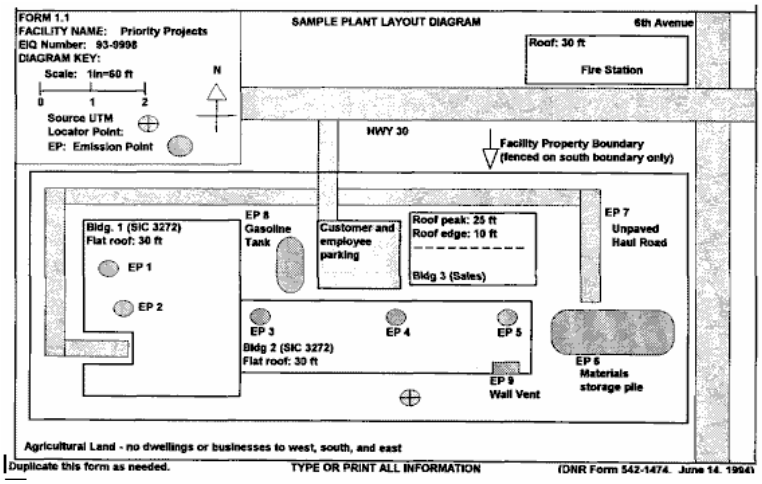
and seconds; or quarter, quarter, quarter, quarter, section, township, range, and country. All four section quarters must be specified in order to obtain accurate UTM coordinates. This information may be obtained from your property deed or from county plat maps available at you local library or county recorder. For either option, you must supply the GIS staff with all information listed for that option.

Plant Layout Diagram - Instructions subtab:

Provide a scaled and labeled diagram of your entire facility. An example and detailed instructions are shown at the top of this page. The diagram should be labeled with the company/facility name and EIQ number. Be sure to include all storage tanks and sheds, the facility boundary indicating any fences, and the UTM locator. The UTM Locator is the point on the facility property that corresponds to the UTM coordinates listed in "**Plant Location – UTM Coordinates**" above. All other emission points and structures at the facility are to be positioned relative to the location of the UTM Locator.

AutoCAD drawings submitted on computer disks are the preferred method of plant layout submittal, but scaled drawings or sketches on smaller than "E" sized paper are acceptable. Do not send aerial photography.

The following is a sample diagram for Form 1.1



Include all of the following:

BUILDINGS:

Location of all buildings at the sources

Adjacent streets and properties

Indicate all storage tanks and sheds.

Height of buildings: Use dash lines to indicate orientation of roof peak. Include roof peak and roof base heights. For flat roof indicate roof height. If roof has a complex topography indicate all heights.

STACKS, VENTS AND OTHER EMISSION POINTS:

Number all emission points with numbers and/or letters.

***These numbers must remain consistent throughout the application and permit process.

Unpaved Haul roads owned or leased for materials transport.

Storage Piles, and all uncontrolled emission sites.

Stack and Vent size need not be to scale. Dimensions reported on Form 2.0

FACILITY BOUNDARY

Indicate Fences, if any.

FACILITY UT 'LOCATOR POINT'

Indicate the location of the point used for establishing UTM Coordinates in item 3 of this form.

NOTE: the UTM locator will be used to establish the relative location of all emission points at the facility.

MAP KEY

Clearly identify Map BAR scale, Compass Direction, and all symbols used in diagram.

For an online sample diagram, select **Help | View Sample Applications | View Sample Diagram** from the main menu.

Plant Layout Diagram - Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the **SPARS** database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.
- **View:** To **View** the attached file, highlight the file and click **View**. **SPARS** automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.
- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

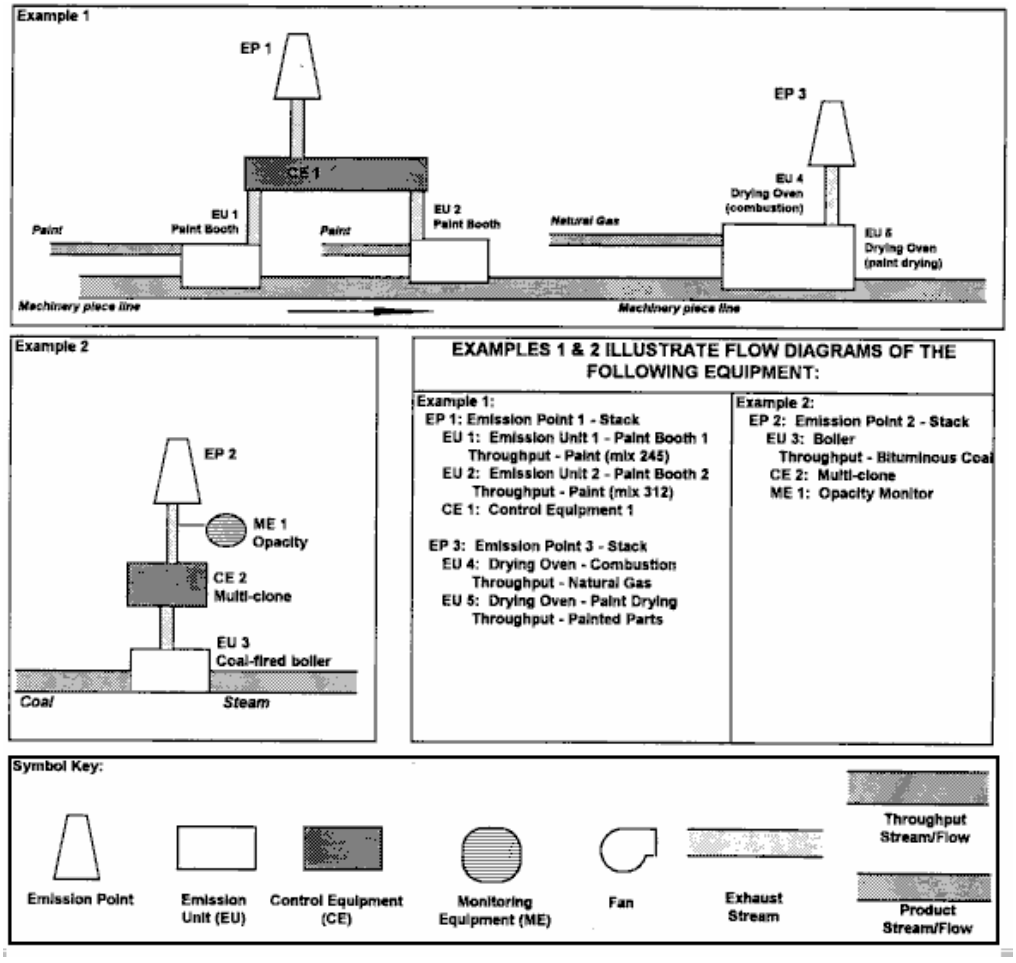
Save your Changes: To save your work either:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.5 Form 1.2 Instructions

Form 1.2: Schematic – Process Flow Diagram is **REQUIRED** for each process at Title V facilities. For information on how to attach your diagram to this form see the instructions in the Attachment subtab, shown below.

The following is an example of a Form 1.2 diagram.



Instructions subtab: This tab provides information and a sample diagram. To **view** the sample diagram, click **View Sample Process Flow Diagram**.

Attachment subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the **SPARS** database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. **SPARS** automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of Saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.6 Form 1.3 Instructions

Form 1.3: Insignificant Activities: Potential Emissions is required only if they are needed to determine the applicability of or impose any regulatory requirements. The following describes some of these requirements:

NOTE: BEFORE COMPLETING THIS PORTION OF THE APPLICATION, REVIEW THE RULE RELATING TO INSIGNIFICANT ACTIVITIES (567 IAC 22.102-103).

Insignificant activities listed in 567 IAC 22.102-103 need not be listed in the Title V Operating Permit application or included in fee calculation unless they are needed to determine the applicability of or impose any regulatory requirements.

567 IAC 22.103(1) describes the annual emission levels of emission units in pounds per year which must be included in the application but are insignificant if not need to determine applicability of Title V or to impose any applicable requirement and if the total plant-wide potential emissions from these insignificant activities do not exceed the level specified in 22.103(2).

567 IAC 22.102(2) describes the plant-wide potential emission levels in tons per year, which may not be exceeded in order to qualify for insignificance.

SUBMIT THIS FORM TO APPLY TO DESIGNATE EMISSION UNITS AS INSIGNIFICANT ACTIVITIES UNDER 567 IAC 22.103.

NOTE:

- Activities may only be listed as insignificant if they are not needed to determine the applicability of or impose any regulatory requirement.
- Emissions from each emission unit may not exceed the levels specified in 22.103(1).
- The sum of emissions from all units listed may not exceed those levels specified 22.103(2).

ACTIVITIES DETERMINED TO BE INSIGNIFICANT UNDER 22.103(1) AND 22.103(2) MUST STILL BE USED IN THE CALCULATION OF TITLE V FEES.

To complete this form, select those Emission Units associated with this site that are designated as having insignificant activities on the **Select Emission Unit** subtab, then complete the Potential Emissions and Facility Totals for each selected Emission Unit in turn.

Select Emission Unit subtab: All emission units for this site are listed in the **Available for Site** field. To select an emission unit for this form, highlight its Name/ID in the Available for Site field and click the **<** button. The emission unit is now listed in the **IDs in Application** field. Repeat this step for all desired emission units.

> **Create New ID:** Users can quickly create a new emission unit on this form by clicking the Create New ID button. Enter the new emission unit's ID and Description and click **Save**. Note: It is generally not recommended that users created emission units on this form. Instead, it is recommended that they are created in the Site Management section of SPARS Web, where all information about emission units can be entered.
>
> **Edit ID:** Users can quickly edit either the ID or Description of an emission unit by clicking the Edit ID button. Note: If this information is edited here and saved it is changed throughout SPARS Web, and everywhere that this emission unit is used.

To continue: Highlight the first emission unit in the IDs in Application field and select the **Potential Emissions** subtab.

Potential Emissions subtab: The Emission Unit ID highlighted on the Select Emission Unit subtab is displayed at the top of this subtab. The data entered on this tab is assigned to this emission unit only.

All pollutants associated with the selected emission unit for which there are potential Insignificant Emissions are listed. To add pollutants, move the cursor to the pollutants table and right-click. Select **Add**. A blank row appears. Use the List of Values to select the desired pollutant.

Repeat this process for all required pollutants.

Enter the Emission Amount, in pounds per year, for each required pollutant.

After all Pollutants associated with the selected Emission Unit are entered, select the **Calculations** subtab.

Calculations subtab: The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 1.3. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate. If attachments are required to fully explain a calculation, select the Attachments subtab and add the attachment in that location.

The calculations entered refer only to the currently highlighted emission unit.

All pollutants listed on the Potential Emissions tab are listed in the Pollutants field. Highlight the first Pollutant and enter comments about the **Calculations** used in the determination of the emission amount entered for the selected pollutant.

Repeat this process for all listed Pollutants.

Return to the **Select Emission Units** subtab and highlight the second emission unit in the IDs in Application field; repeat the process of completing the Potential Emissions subtab and Calculations subtab for the newly selected emission unit.

Repeat this process for all listed emission units in the IDs in Application field. When this is done, select the **Facility Totals** subtab.

Facility Totals subtab: This subtab is read-only. **SPARS Web** automatically adds the weight of each pollutant entered for every Emission Unit and calculates this amount in tons per year. For example, if Emission Unit 1 has 10 lbs of Sulfur Oxide and Emission Unit 2 has 7 lbs of Sulfur Oxide, this subtab will display a total of .0085 tons of Sulfur Oxide for the Facility.

Attachments subtab: This feature allows users to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls) or Word documents (.doc); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach. The file and its

path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional and designed both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file, SPARS Web will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: To save your work, either:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.7 Form 1.4 Instructions

Form 1.4: Potential Toxic Emissions – Significant Activities is required for all Title V facilities.

Potential Toxic Emissions subtab: Each parameter is listed in a separate row.

> **Update with Potential Emissions from Form 3.0:** Users can automatically include any potential emissions that were entered on Form 3.0 by clicking this button.

Pollutant Name and CAS No. field: Use the LOV to select a hazardous air pollutant/CAS number. The LOV contains all 189 chemicals or chemical families described as hazardous air pollutants of concern under the Title V permitting program.

To create additional lines for all Pollutants highlight the first line, right click, and select **Add.** Repeat the process to create as many lines as required.

Emission Amt TPY field: Enter the plant-wide Potential Emissions in tons per year (TPY) of each hazardous air pollutant listed in "Pollutant Name and CAS No."

The **Facility Totals** field is autofilled and calculated by SPARS Web.

Calculations subtab:

The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 1.4. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with those Pollutants listed on the Potential Toxic Emissions subtab for which Emissions Factors were listed.

Calculation Text: Highlight the name of a Pollutant and move the cursor to the Calculation Text field. Enter your explanation. This field has a limit of

2,000 characters. Use the scroll bar to view the entire text, if necessary. If attachments are required to fully explain a Calculation, go to the Attachments subtab, discussed below.

Attachments subtab: This feature attaches external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the Select File box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional and designed both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: To save your work, either:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be

asked if you want to save the form. Click **Yes**.

4.8 Form 1.5 Instructions

Form 1.5: Potential Emissions – Significant Activities is required for all Title V facilities.

Potential Emissions subtab:

Update with Potential Emissions from Form 3.0: Users can automatically include any potential emissions that were entered on Form 3.0 by clicking this button.

Criteria Pollutant List field: Each pollutant is listed in a separate row. Use the LOV to select the potential emissions of each of the criteria air pollutants from the whole facility. To create additional lines, highlight the first line, right click, and select **Add**. Repeat to create as many lines as required.

Emission Amt TPY field: Enter the total potential emissions in tons per year (TPY) for each pollutant from all emission points at your facility.

Permit Conditions subtab:

Click the appropriate boxes to indicate which conditions subject this facility to obtaining an Iowa Title V Operating Permit.

Calculations subtab:

The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 1.5. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with the pollutants listed on the Potential Emissions subtab for which emissions were entered.

Calculation Text: Highlight the name of a pollutant and enter your explanation in the Calculation Text field. This field has a limit of 2,000 characters. Use the scroll bar to view the entire text.

If attachments are required to fully explain a Calculation, go to the Attachments subtab, discussed below.

Attachments subtab: Attach external files to the current form on this subtab. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: To save work, either:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.9 Form 2.0 Instructions

Emission Pts. subtab: To properly complete this form, highlight an emission point on the Emission Pts. subtab, and complete all subsequent subtabs (which are associated only with the emission point highlighted on the Emission Pts. subtab.) Return to the Emission Pts. subtab, highlight the next emission point, and complete the remaining subtabs for the newly highlighted emission point. Repeat until the subtabs are filled for all listed emission points.

(NOTE: Although Emission Points can be created on this form, it is strongly recommended that they be created in the **Site Management | Emission Points** form, where detailed information about the new emission point is entered. Once entered there the data can be automatically entered in Form 2.0 using the **Copy site info to app/questionnaire** button.)

Use the **Copy site info to app/questionnaire** button to autofill selected emission point fields on this form. To copy the info, highlight the desired Emission Point and click **Copy site info to app/questionnaire**.

Select the Emission Points for inclusion on Form 2.0 by highlighting their name in the **Available for Site** field and clicking the left arrow (**<**). The name of the selected Emission Point is displayed in the **ID's in Application** field on the left.

Repeat this process until all required Emission Points are selected for inclusion on Form 2.0.

Highlight the first Emission point listed and click the **Emergency Bypass subtab**. After you complete all subsequent subtabs, return to the Emission Points subtab, highlight the next Emission Point, and complete all subtabs. Repeat this process for each Emission Point listed.

Emerg. Bypass subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

NOTE: An Emergency Bypass or Stack must have a separate Emission Point ID from the Emission Point to which it is attached.

NOTE: If the **IDs in Application** field on the Emission Pt. subtab contains only one Emission Point number, this subtab will not be available.

If the selected stack/vent is used as an Emergency Bypass Stack, select **Yes**. If Yes is selected, use the LOV to select the Emission Point to which this pertains. The drop-down menu will not contain the Emission Point highlighted on the Emission Pt. subtab.

Info. subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

Much of the information on this subtab replicates the emission point information found in Site Management. If this information was not copied from Site Management, complete each numbered item as follows:

Emission Point Type: Use the LOV to select the Emission Point Type associated with the selected Emission Point ID. If the Emission Point is either **Fugitive** or **other**, briefly describe the type.

Stack Shape: Check the box that best describes the stack shape of the selected Emission Point ID. Provide the dimensions of the Stack and select the units used in the **dimensions** field.

Stack Height above Building (ft): Enter the height above the building of the stack's exit point. If the exit point is below the roof of a building (wall vent) enter and label the height **above ground**.

Building Dimensions: Enter the Height, Width and Length of the Building in feet.

Distance and Direction From UTM Locator: Check the direction that this emission point is from the north –south and east-west UTM Locators. Enter these distances from the UTM Locator in FEET.

Does the Emission Pt have a Rain Cap? Check the appropriate box. If "yes," specify the type of obstruction, i.e. elbow or rain cap.

Exhaust subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only..

Composition of Exhaust Stream: Enter the velocity, flow rate, emission rate and units (e.g. gr/scf, lbs/MM Btu) and temperature in degrees Fahrenheit of the exhaust stream. Be sure to enter the values in the same units of measure as already listed on Form 2.0. Provide the percent moisture in the exhaust stream, if available.

Bypass subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

NOTE: A Bypass Stack must have a separate Emission Point ID than the Emission Point to which it is attached.

NOTE: If the IDs in Application field on the Emission Pt. subtab contains only one Emission Point number, this subtab will not be available.

Bypass Stacks: Use the LOV to select any bypass stacks or parallel stacks through which air contaminants from this emission point may be emitted. The LOV will not contain the Emission Point highlighted on the Emission Pt. subtab. If more than one bypass stack is associated with this emission point, right-click the first line and select **Add** to create additional fields.

Emission Units subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

List of Emission Units Venting Through this Emission Point: Use the LOV to select the emission unit numbers associated with this Emission Point. To create additional rows, right-click in the first row and select **Add**.

SCC Number: Use the LOV to select the SCC Number associated with the highlighted Emission Unit.

Create Emission Unit: NOTE: although emission units can be created on this subtab (by clicking this button and entering the ID and description) it is recommended that new Emission Units are created in Site Management,

where a data associated with an emission unit is entered and stored. Once entered in Site Management the data can be copied to this form via the Copy Site Info button on the Emission Pt. Subtab.

Control Equip. subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

(NOTE: Although control equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Control Equipment** form, where detailed information about the new control equipment is entered. Once entered there the data can be automatically entered in Form 2.0 using the **Copy site info to app/questionnaire** button.)

The **Copy site info to app/questionnaire** button automatically fills selected control equipment fields on this form. To copy the info, highlight the desired control equipment and click **Copy site info to app/questionnaire**.

List of Control Equipment Associated With This Emission Point: *NOTE: For each piece of control equipment a copy of Form CE-01 must be completed, and a unique number assigned*. Select the control equipment to attach to this Emission Point by highlighting the its ID on the **Available for Site** field. Click the left arrow (**<**) to move this control equipment to the **IDs in application** field. Repeat for each separate control equipment associated with this emission point.

Monitor subtab: The read-only **Emission Point ID** field displays the ID of the Emission Point highlighted on the **Emission Pt.** subtab. All information entered on this subtab is assigned to this emission point only.

(NOTE: Although monitor equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Monitor Equipment** form, where detailed information about the new monitor equipment is entered. Once entered the data can be automatically entered in Form 2.0 using the **Copy site info to app/questionnaire** button.)

Use the **Copy site info to app/questionnaire** button to automatically fill selected monitor equipment fields on this form. Highlight the desired monitor equipment and click **Copy site info to app/questionnaire**.

List of Monitoring Equipment Associated With This Emission Point: Select the monitoring equipment to be associated with the selected Emission Point by highlighting its ID in the **Available for Sites** field. Click the left arrow (**<**) to move it to the **IDs in application** field. Repeat for each separate monitoring equipment associated with this emission point.

Calc subtab: The purpose of this subtab is to provide IDNR with explanations for all calculations for emission points on Form 2.0. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Enter your explanation in the Calculation Text field, which has a limit of 2,000 characters. Use the scroll bar to view the entire text. If attachments are required to fully explain a Calculation, go to the Attach. subtab, discussed below.

Attach. subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls) or Word documents (.doc); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After completing all tabs for the Emission Point ID selected in the **Emission Pts.** subtab, return to the Emission Pts. subtab and highlight the next Emission Point ID. Complete all subsequent subtabs for the second Emission Point ID.

Repeat this process for each Emission Point ID you listed on the Emission Pts. subtab.

Save: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.10 Form 3.0 Instructions

Form 3.0: Emission Unit Description: Potential Emissions is required for all Title V facilities.

An emission unit is the specific process that generates the air pollution emissions. An example of an emission unit is a boiler combusting coal (coal is the "throughput.") However, if an emission unit has two throughputs – such as a grain dryer:

Throughput 1: Natural gas combustion – NOx, CO, etc. emissions

Throughput 2: Grain – produces particulate emissions

This process should be listed as TWO emission units (one for each throughput) each assigned a separate Emission Unit Number, with TWO forms completed (one for each Emission Unit.)

Potential emissions must be calculated based upon the maximum design rate of the emission unit and 8760 hours of operation per year. The only exception to this is if this emission unit has been limited in either process rate or hours of operation by a federally enforceable permit or order.

IF YOU ARE PROPOSING A NEW PROCESS LIMITATION FOR THIS UNIT YOU MUST SUBMIT, WITH PART 2, SECTION 4, AN ADDITIONAL FORM 3.0 FOR THIS EMISSION UNIT WITH THE "PROPOSED LIMIT" BOX CHECKED AND THE PROPOSED LIMITATIONS INDICATED AND NEW POTENTIAL EMISSIONS CALCULATED.

The proposed limit box is located on the Process Description (Proc. Desc.) subtab. New process limitations are effective only after the Department issues the operating permit. Until permit issuance your potential emissions must be calculated and reported on the basis of an 8760 hour operating schedule or as defined under existing permit limits.

To properly complete this form, highlight an emission point on the Emission Units subtab, and complete all subsequent subtabs (which are associated only with the emission unit highlighted on the Emission Units subtab.) Return to the Emission Units subtab, highlight the next emission unit, and complete the remaining subtabs for the newly highlighted emission unit. Repeat until the subtabs are filled for all listed emission points.

Emission Unit subtab: Every SCC/AMS - Process associated with all Emission Units are listed separately. For example, if there are multiple SCC/AMS codes associated with a single emission unit, each separate instance, consisting of an emission unit – SCC/AMS Code – Process, must be entered on a separate row.

1. To add Emission Unit instances click **Add EU Processes**. The **SPARS: Processes** form opens.

2. To add a new row, move the cursor to the first row and right-click. Select **Add**. A new row appears.

3. Use the LOVs to select the **Emission Unit ID** and **SCC AMS Code** for this instance. When you select an SCC AMS Code the Process Description field is automatically filled; however, the Process Description can be edited

4. If available, enter the information in the fields at the bottom of this box. The information entered in this form is also automatically entered at **Site Management|Emission Units|Process tab**.

5. Click **Save** to save the new instance.

6. Repeat steps 2-5 to add all necessary emission unit – SCC/AMS instances to this form.

7. Click the **X** in the upper right corner to close.

8. After all Emission units instances are added, highlight the first Emission Unit on the list. This Emission Unit is now assigned to the remaining subtabs. Enter information on the remaining subtabs, then return to the Emission Unit tab, highlight the next Emission Unit, and repeat the process of entering information on all tabs.

EU Desc. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

To copy emission unit data from Site Management, click **Copy Emission Unit Information from Site Management**.

Name of Manufacturer: Enter the name of the manufacturer of this emission unit (process equipment).

Model Name – Model Number – Serial Number: Enter the model name, number and serial number of this emission unit.

Date of Construction: Enter the date on which construction was commenced for this emission unit. For the purposes of this question, "commenced construction" means the date that an owner or operator has undertaken a continuous program of construction or modification, or that the owner or operator has entered into a contractual obligation to undertake and complete, within a reasonable time, a continuous program of construction or modification.

Date of Installation: Enter the date of the actual installation of the emission unit equipment. In many cases this will be the same date as the date of construction.

Date of Modification: If this emission unit has been modified since it was originally installed, please enter the date of the last modification.

Federally Enforceable Limit: If this emission unit is subject to any operating limitation, such as limitations on hours of operation, raw materials, or amount of fuel combusted, etc., enter this limitation here. Enforceable limits are usually established in the construction/operating permit or in an enforcement order.

Permit or Rule Establishing Limit: Enter the Source of the operating limitation specified in box 15. The source may be a construction or operating permit or an administrative or court order. In either case, list the permit number or the order number here. Complete form CA-01 if necessary to detail the parameters of the limit.

Indicate whether this is a **Proposed Limit**. If "Yes," provide the Permit or Rule that establishes the proposed limit.

Proc. Desc. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

Raw Material – OR – Fuels Used:

Enter the raw material used in this emission unit (process). For combustion sources enter the fuel used. If multiple raw materials or fuels are used at this emission unit list the worst case fuel or raw material and the pollutant/s for which it is worst case. For example:

Fuels (throughput)
Coal – SO2, PM10
Natural Gas – NOx
Raw Materials (throughput)
Paint #1 – VOC, Toxics, Lead
Paint #2 – PM10

Maximum Hourly Design Rate: Enter the maximum hourly production rate for this emission unit. For combustion units this is the maximum heat input capacity (in millions of Btu per hour) for the equipment using the fuel specified in box 14.

Units: Select the appropriate unit of measure from the LOV.

Control Equip. subtab: The read-only **Control Equipment associated with Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

(NOTE: Although control equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Control Equipment** form, where detailed information about the new control equipment is entered. Once entered there the data can be automatically entered in Form 3.0 using the **Copy site info to app/questionnaire** button.)

Use the **Replace information for equipment from Site Management to the app/questionnaire** button to automatically fill selected control equipment fields on this form from information stored in Site Management.

All control equipment defined for this Site are listed in the **Available for Site** field. To attaché control equipment to the current emission unit, highlight its name and click the left arrow (**<**). The selected emission unit now is now listed in the **IDs in Application** field. Repeat for all required control eguipment.

Monitoring Equip. subtab: The read-only **Monitoring Equipment associated with Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

(NOTE: Although monitor equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Monitor Equipment** form, where detailed information about the new monitor equipment is entered. Once entered there the data can be automatically entered in Form 3.0 using the **Copy site info to app/questionnaire** button.)

Use the **Replace information for equipment from Site Management to the app/questionnaire** button to automatically fill selected monitor equipment fields on this form from information stored in Site Management.

All monitoring equipment defined for this Site is listed in the **Available for Site** field. To attach monitoring equipment to this Emission Unit, highlight its name and click the left arrow (**<**). The selected monitor equipment is now listed in the **ID's in Application** field.

Pot. Emiss. (potential emissions) subtab: The read-only **Emission Unit ID** and **SCC AMS Code** fields display the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

Pollutant: The first six pollutants are automatically entered. If additional pollutants are required for the current emission unit/SCC AMS code instance, move the cursor to the list of pollutants, right-click, and select **Add** to create a new blank line. Select the Pollutant from the LOV. Repeat this to create as many rows as required.

Emission Factor: Enter the numerical emission factor (in pounds per unit) being used to calculate the potential emissions from this emission unit/SCC

AMS code. Emission factors can be obtained for some processes from EPA documents or calculated from stack test data, worksheets, or continuous emission monitoring data. See the Help for form CE-01 for a discussion of the use of stack test results.

Emission Factor Units: Enter the emission factor units that correspond to the numerical emission factor in box 21. Typical emission factor units are expressed in pounds of pollutant emitted per unit of production or unit of fuel combusted. Examples are pounds/ton, pounds/gallon, pounds/million cubic feet, etc.

Ash or Sulfur %: for combustion sources only, enter the percent ash in the fuel in the PM-10 row. Enter the percent sulfur in the fuel in the SOx row.

Uncontrolled Emissions lb/rr: Calculate the potential uncontrolled emissions on an hourly basis and enter the value in pounds per hour. To calculate potential uncontrolled emissions multiply the Maximum Hourly Design Rate (in the **Process Desc**. tab) by the Emission Factor (discussed above). In order for this calculation to work correctly the emission factor units must correspond to the units used in box 17. For example, a spreader stoker boiler burning 3 tons per hour of sub-bituminous coal times the emission factor of 60 pounds of a pollutant per ton of coal burned equals 180 pounds per hour of the pollutant emitted uncontrolled.

Control Effic. %: if only one emission control device is used enter the percent control efficiency. Be sure to enter the control efficiency in the box corresponding to the air pollutant for which that efficiency is appropriate. For example, a device may be 90% efficient in removing a pollutant from the air stream but significantly less efficient in removing PM10.

If more than one control device applies to the same pollutant at an emission point, the combined control efficiency is calculated using the following formula:

Combined Control Efficiency = CE1 + CE2 – [(CE1 X CE2)) 100]

Where CE1 = Control Efficiency for First Device

CE2 = Control Efficiency for Second Device

When two devices are used to remove the pollutant PM10 from the same emission point, the control efficiencies must be combined. For example, if the first device has a control efficiency of 50% and the second device has an efficiency of 80%, the calculation of combined efficiency is as follows:

Combined Control Efficiency = 50 + 80 – [(50 X 80) / 100]
= 130 – [4000 / 100]
= 130 – [40]
= 90%

Thus, the combined control efficiency for PM10 at this emission point is 90%.

Note that the control efficiency of a secondary piece of emission control equipment is dependent upon particle size, grain loading to the device, air flows, etc. Therefore, caution should be used in assigning the control efficiency to the second control device.

Hourly C.E. [lb/hr]: Calculate the hourly controlled emissions by applying the Combined Control Efficiency (Control Effic. %) to the Potential Hourly Uncontrolled Emissions (Uncontrolled Emissions lb/hr). Enter the value in pounds per hour.

Annual C.E. [tons/yr]: Calculate the annual potential controlled emissions by multiplying the Potential Hourly Controlled Emissions ("Hourly C.E. [lb/hr]") by 8760 hours and converting pounds per year to tons per year.

Unless the emission unit is subject to enforceable limitations on hours of operation (box 15), Potential Emissions are based on 8760 hours per year.

Source of Emission Factor: Located at the bottom of the window. Indicate the source of the emission factor used in the Emission Factor box. Use the LOV to view typical sources of emission factors.

Other, specify: If the source of the Emission Factor is not displayed in the pull down menu, provide the source for the Emission Factor in this box.

Emis. Pts. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only

> (NOTE: Although Emission Points can be created on this form, it is strongly recommended that they be created in the **Site Management | Emission Points** form, where detailed information about the new emission point is entered. Once entered there the data can be automatically entered in Form 3.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

All emission points defined for this Site are listed in the **Available for Site** field. To attach emission points to this emission unit, highlight their name on the right side and click the left arrow (**<**). The selected emission point is now displayed in the **ID's in Application** field. Repeat for all emission points associated with this emission unit.

Calc. subtab:

The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 3.0. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with all pollutants listed on the Potential Emissions subtab for which emissions factors were listed.

Calculation Text: Highlight the name of a pollutant and enter your explanation of the calculations. This field has a limit of 2,000 characters. You can use the scroll bar to view the entire text, if necessary.

Repeat the process of highlighting a pollutant and entering calculation text for all listed pollutants.

If attachments are required to fully explain a Calculation, go to the **Attach.** subtab, discussed below.

FINAL COMPLETION OF FORM 3.0 - IMPORTANT

After completing all the tabs for the first emission unit highlighted on the Emission Unit subtab, return to that tab and highlight the next emission unit. Complete all subtabs for the newly selected emission unit, and repeat this process for all listed emission units.

Attach. subtab: This feature attaches external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls) or Word documents (.doc file); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file, SPARS will open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After completing all tabs for the Emission Unit selected in the **Emission Unit** subtab, return to the Emission Unit subtab and highlight the next Unit. Complete all subsequent subtabs for the second Emission Unit. Repeat this process for each Emission Unit you listed on the Emission Unit subtab.

Save: To save your work, either:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.11 Form 4.0 Instructions

Form 4.0: Emission Unit Actual Operations and Emissions is required for all Title V facilities.

To properly complete this form for a given year's operations use the LOV to select the **Emission Year**. All data entered on this form will be for the selected Emission Year only. The remaining instructions explain how to complete this form for the selected year. NOTE: To copy the information from a previous year you must select the previous year at the time the operating application is first created.

Highlight an emission point on the Emission Units subtab, and complete all subsequent subtabs (which are associated only with the emission unit highlighted on the Emission Units subtab.) Return to the Emission Units subtab, highlight the next emission unit, and complete the remaining subtabs for the newly highlighted emission unit. Repeat until the subtabs are filled for all listed emission points.

Emission Unit subtab: Every SCC/AMS - Process associated with all Emission Units are listed separately. For example, if there are multiple SCC/AMS codes associated with a single emission unit, each separate instance, consisting of an emission unit – SCC/AMS Code – Process, must be entered on a separate row.

To automatically copy all processes that were created for Form 3.0 to Form 4.0, click **Copy All Processes from 3.0**.

1. To add Emission Unit instances click **Add EU Processes**. The **SPARS: Processes** form opens.
2. To add a new row, move the cursor to the first row and right-click. Select **Add**. A new row appears.

3. Use the LOVs to select the **Emission Unit ID** and **SCC AMS Code** for this instance. When you select an SCC AMS Code the Process Description field is automatically filled; however, the Process Description can be edited

4. If available, enter the information in the fields at the bottom of this box. The information entered in this form is also automatically entered at **Site Management|Emission Units|Process tab**.

5. Click **Save** to save the new instance.

6. Repeat steps 2-5 to add all necessary emission unit – SCC/AMS instances to this form.

7. Click the **X** in the upper right corner to close.

8. After all Emission units instances are added, highlight the first Emission Unit on the list. This Emission Unit is now assigned to the remaining subtabs. Enter information on the remaining subtabs, then return to the Emission Unit tab, highlight the next Emission Unit, and repeat the process of entering information on all tabs.

Throughput/Schedule subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

Raw Material Name: Identify the raw material utilized in this emission unit. For combustion sources the raw material is the fuel combusted. If a process unit is also a combustion source (i.e., a dryer), separate Form 4.0 must be completed for the fuel used and the raw material processed.

Yearly Total Amount: Enter the actual amount of the raw material identified in box 10 that the emission unit processed during the emission year specified in box 6.

Yearly Total Unit Code: Use the pull down menu to select the unit of the raw material total specified in the Yearly Total Amount box.

Actual Operating Rates/Schedules:

Percentage of Total Operating Time Column: For each of the four calendar quarters, specify the percentage of the total annual throughput attributable to each quarter. Estimates are acceptable. The total of all four quarters must equal 100%.

Hours/Day Column: Enter the normal number of hours per day that the equipment or process (Emission Unit) was in operation. Because some processes are operated on a different daily schedule over the course of the year, enter the hours per day the emission unit operated during each of the four quarters.

Days/Week Column: Enter the normal number of days per week that the equipment or process (Emission Unit) was in operation. Since some processes are operated on a different weekly schedule over the course of the year, enter the days per week that the emission unit operated during each of the four quarters.

Weeks/13 Week Quarter Column: Enter the number of weeks the emission unit operated in each calendar quarter. There is a maximum of 13 possible weeks per quarter.

Control Equip. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

(NOTE: Although control equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Control Equipment** form, where detailed information about the new control equipment is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

All control equipment defined for this Site is listed in the **Available for Site** field. To attach control equipment to the current emission unit, highlight its name and click the left arrow (**<**). The selected emission unit now is now listed in the **IDs in Application** field. Repeat for all required control equipment.

Monitor Equip. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

> (NOTE: Although monitor equipment can be created on this form, it is strongly recommended that they be created in the **Site Management | Monitor Equipment** form, where detailed information about the new monitor equipment is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

All monitoring equipment that are defined for Site are listed in the **Available for Site** field. Select the equipment to attach to this Emission Unit on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

Emission Pts. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit only.

NOTE: Although Emission Points can be created on this form, it is strongly recommended that they be created in the **Site Management | Emission Points** form, where detailed information about the new emission point is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Copy site info to app/questionnaire** button.)

All emission points that are defined this Site are listed in the **Available for Site** field. To attach an emission point to the current emission unit, highlight its name and click the left arrow (**<**). The selected emission point is now listed in the **IDs in Application** field. Repeat for all required emission points.

Actual Emissions subtab: The read-only **Emission Unit ID** and **SCC/AMS Code** fields display the ID of the emission unit – SCC combination highlighted on the **Emission Unit** subtab. All information entered on this subtab is assigned to this emission unit – SCC combination only.

The purpose of this subtab is to determine the facility's Combined Control Efficiency related to specified pollutants.

The **Air Pollutant** column provides a drop down menu of pollutants. (Note: The first six pollutants are the Criteria pollutants and are automatically included for any emission unit).

To select additional pollutants, right-click on the name of the first pollutant selected and click **Add**. A new row appears. Repeat for as many pollutants as required.

Highlight a row before completing the remaining columns to ensure that the data is associated with the proper pollutant.

Emission Factor: Enter the numerical emission factor used in the calculations of actual emissions from this unit.

Emission Factor Units: Enter the unit of measurement for the number entered in the Emission Factor. Use the drop-down menu for a list of units.

Ash or Sulfur %: For combustion sources only, enter the percent ash or sulfur in the fuel. This only applies to certain sources, such as PM-10 for ash, and SOx for sulfur.

Control Efficiency %: If only one emission control device is used, enter the percent control efficiency. Be sure to enter the control efficiency in the box corresponding to the air pollutant for which that efficiency is appropriate. For example, a device may be 90% efficient in removing a pollutant from the air stream but significantly less efficient in removing PM10.

If more than one control device applies to the same pollutant at an emission point, the combined control efficiency is calculated using the following formula:

Combined Control Efficiency = CE1 + CE2 – [(CE1 X CE2)] ÷100

Where: CE1 = Control Efficiency for the First Device

CE2 = Control Efficiency for the Second Device

When two devices are used to remove the pollutant from the same emission point, the control efficiencies must be combined. For example, if the first

device has a control efficiency of 50% and the second device has an efficiency of 80%, the calculation of combined efficiency is as follows:

Combined Control Efficiency = 50 + 80 – [(50 X 80) ÷ 100]

= 130 – [4000 ÷ 100]

= 130 – 40

= 90%

In this example the combined control efficiency would be 90%.

Actual Emissions [Tons/Yr]: NOTE: Actual Emissions are automatically calculated If its field in this is cyan colored. When This is the amount in tons per year of the pollutant emitted at the emission unit described. All figures should be rounded to two decimal places. There are two possible formulas.

Method 1: If the Sulfur or Ash percent is not given or the unit is not a combustion source, use the following formula:

Actual Emissions = Actual Throughput X Emission Factor X [(100 - % Control Efficiency) ÷ 100] ÷ 2000

For example, assume Actual Throughput = 30,000 tons of grain processed, PM10 emission factor = .91 lbs. of PM10 per ton of grain processed, and the PM10 control device for this emission point has an efficiency of 90%. Using the formula above:

Actual emissions = 30,000 X .91 X [(100-90) ÷ 100] ÷ 2000

= 27,300 X [10 ÷ 100] ÷2000

= 27,300 X [.1] ÷ 2000

= 2,730 ÷ 2000

= 1.365 tons of PM10 emitted per year

Note: If no control devices are used the Control Efficiency is 0%. You would enter 1.365 as the result.

Method 2: If the Sulfur or Ash percent is greater than 0, the following formula must be used: Actual Emissions: = Actual Throughput X Emission Factor X

% Ash or Sulfur from fuel analysis X [(100 - % control efficiency) ÷ 100] ÷ 2000

For example, assume the Actual Throughput is 10,000 tons of fuel burned, the SOx emission factor is 30 pounds of SOx emitted per percent of sulfur in the fuel burned, the Sulfur content of the fuel is 1.7% and the SOx control device has an efficiency of 50%. Using the formula above:

Actual Emissions: = 10,000 X 30 x 1.7 X [(100 – 50) ÷ 100] ÷ 2000
= 300,000 X 1.7 X [50 ÷ 100] ÷ 2000
= 300,000 X 1.7 X [.5] ÷ 2000
= 510,000 X [.5] ÷ 2000
= 255,000 ÷ 2000
= 127.5 tons of SOx emitted per year

You would enter 127.50 tons in the SOx box.

The following fields are at the bottom of the Actual Emissions subtab and refer to all pollutants listed on this subtab.

Emission Factor Source: Indicate the source of the emission factor used in the above units. Use the drop down menu for a list of sources.

Other - Specify: If "Other" was selected as the source, enter the name of the source in the space provided.

Calculations subtab: The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 4.0. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with the Pollutants listed on the Actual Emissions subtab for which Emissions Factors were listed.

Calculation Text: Highlight the name of a Pollutant and enter your calculation explanation in this field. This field has a limit of 2,000 characters.

If attachments are required to fully explain a Calculation, go to the Attach. subtab, discussed below.

Attach. subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appears in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After completing all tabs for the Emission Unit selected in the **Emission Unit** subtab, return to the Emission Unit subtab and highlight the next Unit. Complete all subsequent subtabs for the second Emission Unit. Repeat this process for each Emission Unit you listed on the Emission Unit subtab.

Save Changes: To save your work, either:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.12 Form 5.0 Instructions

Form 5.0: Title V Annual Emissions Summary/Fee is a **required** form for all Title V Facilities.

Submission Type subtab: Check the box for Submittal Type (a) – Annual Emissions Summary, or (b) – Annual Fee Payment. If (b), use the LOV to select the **Emission Year**.

Actual Emissions subtab: To complete this subtab you must create a list of all air contaminants that your facility actually emitted in the emission year, and the corresponding quantity of actual emissions in tons.

> **NOTE:** If you entered pollutants into Form 4.0 – Actual Emissions subtab, those pollutants (name and amount) will be automatically entered into the Form 5.0 - Actual Emissions subtab.
>
> **Pollutant column:** Use the LOV to select the name of the first pollutant.
>
> **Actual Emissions (tons/yr) column:** Enter the amount of pollutant, in tons, of the selected pollutant. You must insert this number before adding another pollutant name. You can use up to four decimal places for fractions of a ton.
>
> To add pollutants to the list, right click on the arrow next to the first pollutant name row, and select **Add**. This will create a new pollutant name row. Repeat this action to create as many rows as required to list all pollutants.
>
> The **Facility Actual Emissions Total** field is automatically calculated when entered emissions in this table are saved.

Fee Due subtab: All fields on this subtab are automatically filled from data on the Actual Emissions subtab. The Fee Per Ton value is set by the EPC.

Calculations subtab: The purpose of this subtab is to provide IDNR with explanations for all calculations for pollutants on Form 4.0. All calculations must

be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with those Pollutants listed on the Actual Emissions subtab.

Calculation Text: Highlight the name of a Pollutant and enter its calculation explanation. This field has a limit of 2,000 characters.

If attachments are required to fully explain a Calculation, go to the Attachment. subtab, discussed below.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.13 Form CA-01 Instructions

Form CA.01: Calculations

Calculations subtab: This is a read-only compilation of data from either .IPI imports or older versions of SPARS.

Emission Point ID column: The numbers of the Emission Points correspond to the identification numbers used on Form 1.2.

Emission Unit ID column: The numbers of the Emission Units correspond to the identification numbers used on Form 1.2.

Emission Unit Description/ SCC No column: This is the written description or the SCC number which describes the emission unit that is associated with the calculations you are documenting on this form.

Calculations are provided in Support of Information Reported on Form column: This is the Form number for which this calculation sheet provides supporting documentation.

Calculation Included checkbox: Indicate whether the calculations are attached to this form.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appears in the **File Name** dialog box. A

Description dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of Saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.14 Form CE-01 Instructions

Form CE-01: Pollution Control Equipment Data Sheet

Control Equipment subtab: All Control Equipment defined for this Site are listed in the **Available for Site** field. To attach Control Equipment to the current application, highlight its name and click the left arrow (**<**). The selected Control Equipment is now listed in the **IDs in Application** field. Repeat for all required Control Equipment.

> (NOTE: Although SPARS Web allows the creation of control equipment from this form (by clicking **Create New ID** and entering an ID number and description of the new control equipment), it is strongly recommended that all control equipment are created in **Site Management**. It is at this location where the specific details of control equipment can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

Highlight the first Control Equipment in the **IDs in Application** field. This Control Equipment is now attached to the remaining subtabs. Enter information on all subtabs for this control equipment, return to this tab, highlight the next Control Equipment, and repeat the process of entering information on all tabs. Continue until data on all control equipment is entered.

CE Desc. subtab: The read-only **Control Equipment ID** (and Control Equipment Type) field displays the ID of the control equipment highlighted on the Control Equipment subtab. All information entered on this subtab is assigned to this control equipment only.

> **Manufacturer:** List the name of the manufacturer of this piece of pollution control equipment.
>
> **Model:** List the model of this piece of pollution control equipment.
>
> **Serial Number:** Enter the Serial Number of this piece of pollution control equipment.

Installation Date: Enter the date of installation at your facility of this piece of pollution control equipment.

Does this equipment exhaust to the atmosphere?: Check the appropriate box. Examples of sources that do not vent to the atmosphere are those that vent back into the work place or to other processes or control devices.

Equipment Control Efficiency Based On: Check the box that describes the basis upon which you determined this device's emission control efficiency. If a Stack Test was conducted, provide the Stack Date Test. If Stack Test data is used a copy of the Report Summary must be attached.

Other: If Equipment Control Efficiency is based on another methodology, check the box and provide an explanation of this method.

Associated Equipment subtab: The read-only **Control Equipment ID** field displays the ID of the control equipment highlighted on the Control Equipment subtab. All information entered on this subtab is assigned to this control equipment only.

List the file names from Form 1.2 (Process Schematic) that includes this piece of equipment. The schematic must show how this piece of pollution control equipment is associated with processes, monitoring equipment, and emission points.

Controlled Pollutants subtab: The read-only **Control Equipment ID** field displays the ID of the control equipment highlighted on the Control Equipment subtab. All information entered on this subtab is assigned to this control equipment only.

Pollutant: Use LOV to select Controlled Pollutants associated with this piece of equipment. If there is more than one pollutant associated with the equipment, highlight the first row, right click, and select **Add**. Repeat these steps to create as many rows as are required.

Capture %: Enter the percent emission capture efficiency of this control device. For example, a baghouse may be 99% efficient in controlling particulate emissions but the pickup hood at the process may be only partially successful in capturing all of the air contaminants emitted by the process. Estimates of capture efficiency are acceptable if actual capture efficiency is unknown. Capture efficiencies may be different for different pollutants.

Control Efficiency %: Pollution control efficiencies may be obtained from the manufacturer's design control efficiency times the capture efficiency. Other sources of pollution control equipment efficiency are the AP-42 control factors, or by calculating the efficiency from the tested and outlet concentrations.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Control Equipment you selected in the ID's in Application field on the Control Equipment subtab, return to the Control Equipment subtab and highlight the next Control Equipment. Complete all subsequent subtabs for the second Control Equipment.

Repeat this process for each Control Equipment you listed on the Control Equipment subtab.

Save your Changes: There are three methods of Saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.15 Form ME-01 Instructions

Form ME-01: Continuous Monitoring Systems

NOTE: This form is not required UNLESS your company has continuous emission monitors operating at this facility or unless operational parameter monitoring is being utilized for compliance demonstration purposes.

Continuous Monitoring Systems (CMS) can be used to demonstrate compliance with some permit emission limits and requirements. If you intend to demonstrate compliance with a Continuous Monitoring System(s) for any emission unit or stack/vent, you must complete a copy of this form for each Continuous Monitoring System you have. For example, if you have a Continuous Monitoring System that monitors both NOx and SO2, only fill out one of these forms for that monitor.

Monitoring Equipment subtab: All Monitoring Equipment defined for this Site are listed in the **Available for Site** field. To attach Monitoring Equipment to the current application, highlight its name and click the left arrow (**<**). The selected Monitoring Equipment is now listed in the **IDs in Application** field. Repeat for all required Monitoring Equipment.

> (NOTE: Although SPARS Web allows the creation of monitoring equipment from this form (by clicking **Create New ID** and entering an ID number and description of the new monitoring equipment), it is strongly recommended that all monitoring equipment are created in **Site Management**. It is at this location where the specific details of monitoring equipment can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

Highlight the first monitoring equipment on your list. This monitoring equipment is now attached to the remaining subtabs. Enter information on all subtabs, return to the monitoring equipment tab, highlight the next monitoring equipment in the ID's in Application, and repeat the process of entering information on all tabs. Continue until data for all monitoring equipment listed in the IDs in Application field is entered.

Desc. subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Name of Manufacturer: List the manufacturer of this continuous emissions monitor.

Model Name/Number/year: Provide the model name, number and year of the continuous emissions monitor. This information can be found in manufacturer's literature or on the nameplate of the monitor.

Date of Installation: Enter the date of installation at your facility of this continuous monitoring system.

Type of Monitor (check all that apply): check the boxes that describe this monitoring system. If "other", provide a description of the type of monitor.

Measurement Basis: Check the basis for the measurement, whether Wet, Dry, or None.

Emission Points subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

All emission points that are defined this Site are listed in the **Available for Site** field. To attach an emission point to the current Monitoring Equipment, highlight its name and click the left arrow (**<**). The selected emission point is now listed in the **IDs in Application** field. Repeat for all required emission points.

(NOTE: Although SPARS Web allows the creation of emission points from this form (by clicking **Create New ID** and entering an ID number and description of the new emission points), it is strongly recommended that all emission points are created in **Site Management**. It is at this location where the specific details of emission points can be entered or edited. Once entered in Site Management, the information is transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

Emission Units subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

All emission units that are defined this Site are listed in the **Available for Site** field. To attach an emission unit to the current Monitoring Equipment, highlight its name and click the left arrow (**<**). The selected emission unit is now listed in the **IDs in Application** field. Repeat for all required emission points.

(NOTE: Although SPARS Web allows the creation of emission units from this form (by clicking **Create New ID** and entering an ID number and description of the new emission unit), it is strongly recommended that all emission units are created in **Site Management**. It is at this location where the specific details of emission points can be entered or edited. Once entered in Site Management, the information is transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

Oper. subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

In the **Parameter Code** field use the LOV to select the Parameter Code(s) associated with the selected Monitoring Equipment. If there is more than one Parameter Code, highlight the top Code field, right click, and select **Add**. Repeat this process to create additional fields as necessary.

Complete the right side of the window for the currently highlighted Parameter Code. Switch between the Codes by highlighting their name. \

If a Performance Specification Test of the monitor was done, complete (b). Provide the Span Value in (c). In (d), indicate how the Span Value was determined.

Complete (b), (c), and (d) for each of the Parameter Codes you listed in the **Parameter Code** field.

Opacity subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Complete this tab **ONLY** if the selected monitor is an Opacity Monitor.

a) Provide the inside diameter of the stack or duct in inches.

b) Indicate if a stack exit correlation factor has been applied to the opacity measurements: if "yes," provide a description.

c) Provide the Averaging Period type. If "other," provide a brief description.

d) Indicate whether a "combiner" system is used, and provide a description.

Gas subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Complete this tab ONLY if the monitor is a Gas Monitor. Indicate whether this data is reduced to hourly average, and explain how the data is converted to units of the emission standard and the appropriate averaging time.

DAS subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Complete this and the Backup tabs **ONLY** if the monitor is a DAS (Data Acquisition System) monitor.

Provide the manufacturer, how frequently the unit samples, the full-scale sampling value during normal operations, and resolution of the smallest scale division for both pollutant and diluent monitors.

Backup subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Complete this subtab **ONLY** if the monitor is a DAS monitor. This subtab is a continuation of the DAS subtab.

Indicate if there is a secondary (backup) DAS, and provide detailed information of the backup system in the space provided.

Com. subtab: The read-only **Monitoring Equipment ID** field displays the ID of the monitoring equipment highlighted on the Monitoring Equipment subtab. All information entered on this subtab is assigned to this monitoring equipment only.

Provide any additional explanations or comments about the monitoring system.

Attachment subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

4.16 Part 3 - Application Certification

Part 3 – Application Certification

NOTE: All Title V Permit Applications and/or permit fee submittals **must** be accompanied with this application certification. Applications or fee payments submitted without appropriate certification signatures will not be considered to be complete.

Part 3 subtab: This subtab provides general information on the requirements of this Form. It is read-only.

Application Contents subtab: Check the boxes indicating which forms are included in this submittal.

Fees subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Compliance subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Truth, Accuracy, Completeness subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To view the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu. Also, if you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

5 Part 2 Operating Application

5.1 Create a New Part 2 Operating Application

To Create a Part 2 Application for an Existing Site: From the Application Query Tool, first Query for the Site (see page 3-1).

Click **Create Part 2 App**. The **Please Enter Submittal Date and Year** box opens. Enter the **Application year** and **Application Date** in the fields provided.

In the **Populate New Application** section select from one of three options:

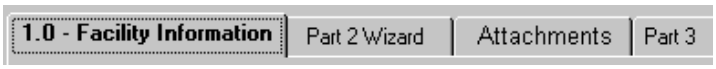
- **Do Not Copy Data** (default selection): No data for the new application is copied from any other location in SPARS
- **Copy Data From Site Management:** All Site Management data for this site is automatically entered into all appropriate fields in the new application
- **Copy Data From Previous Document:** All data from a previous application (with the exception of Throughput data from Form 4.0, which will be set to zero) is automatically entered in all appropriate fields in the new application. This option has the following conditions:
    - It is available only if this site already has an existing application;
    - It is available only if the year of the new application is created in a year after the year that the prior application was created. For example, if the prior application was made in the year 2000, data can be copied into a new application if it is created in year 2001 or later.

After selecting one of the above options, click **OK**.

A blank Part 2 Application opened to Part 2 - Form 1.0 is displayed.

5.1.1 Overview of Part 2 Application

The tabs at the top of the Main Window direct you to the different Forms that comprise a Part 2 application:



The tabs at the bottom of the Main Window all refer to the same form:

In the above example, all of the subtabs (Heading, Facility Address, Mailing Address, etc.) are all part of Form 1.0. All subtabs must be completed in order to complete Form 1.0.

Confidential Application checkbox: The checkbox in the upper right corner of the Main Window allows you to keep certain IDNR-determined information unavailable to the public. If you want information to remain confidential, click this check box.

For instructions on completion of the Applications, go to the following pages.

Part 2 Form 1.0: see page 5-10.

Part 2 Wizard: see page 5-12.

Tour of the Part 2 Application Wizard: see page 5-3.

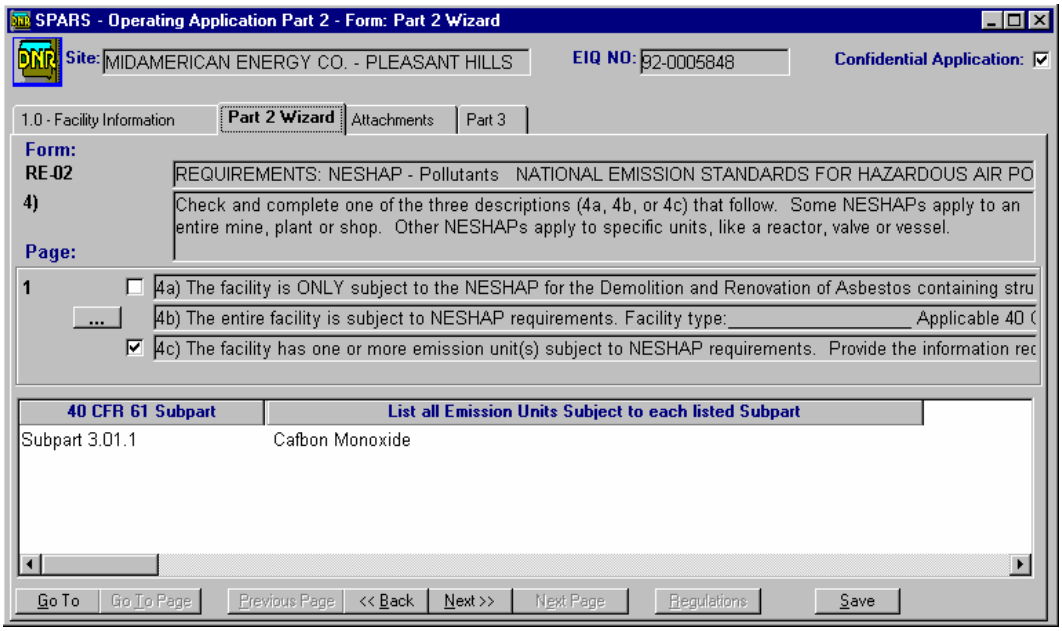
Part 2 Attachments: see page 5-13.

Part 2, Part 3 Form: see page 5-14.

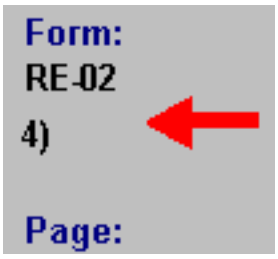
Submitting a Completed Application: see page 3-5

5.1.2 Tour of the Part 2 Application Wizard

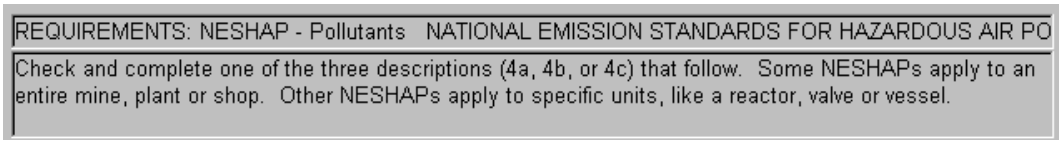
The following image shows a page from the Part 2 Wizard:



Each section of the Wizard is described below:

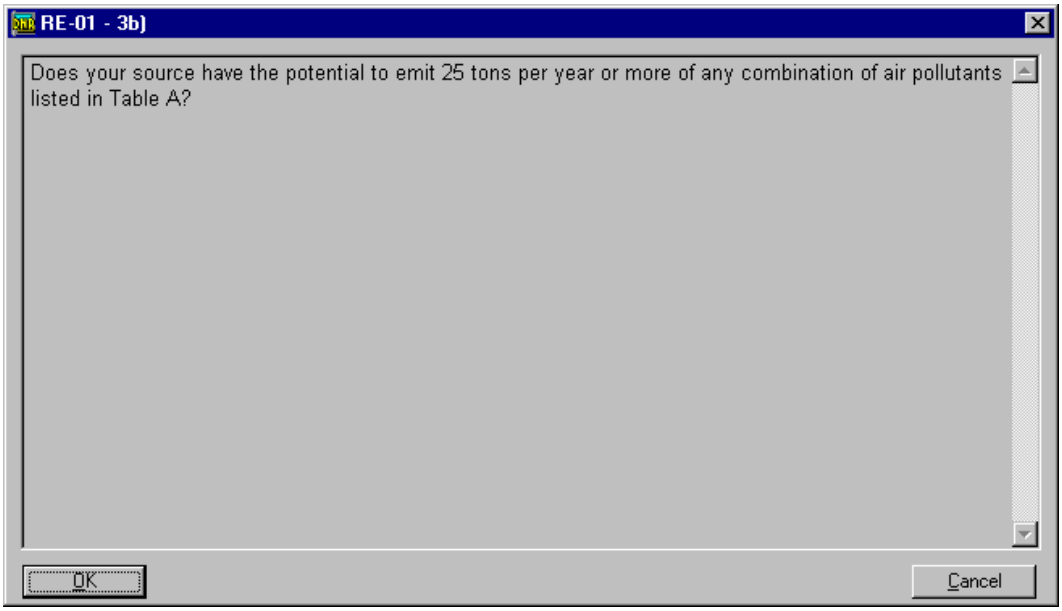


This is the name and number of the paper version of the form, question or table that is currently displayed in the Wizard.

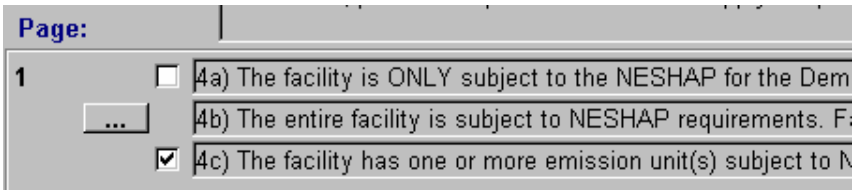


Displays, in the top field, the name of the current form (in this case, Form RE-02, Question 4). The second field describes the question in greater detail. This information is directly quoted from the paper versions of these forms.

Move the cursor to either of these fields and click. The following dialog box appears:



This box provides the detailed instructions or information pertaining to this question. This is the verbatim information provided in the paper version of the Part 2 Application.



Question section: This section displays the action or question that must be answered by the User. For additional information you can click in the line containing each answer. In the second line, note the following button:

This button opens a **Comments** box, which provides an area for the user to add comments, notes, or other information that is required to answer some questions. In this example, you also add the requested Facility Type and Applicable regulation subparts in the top section.

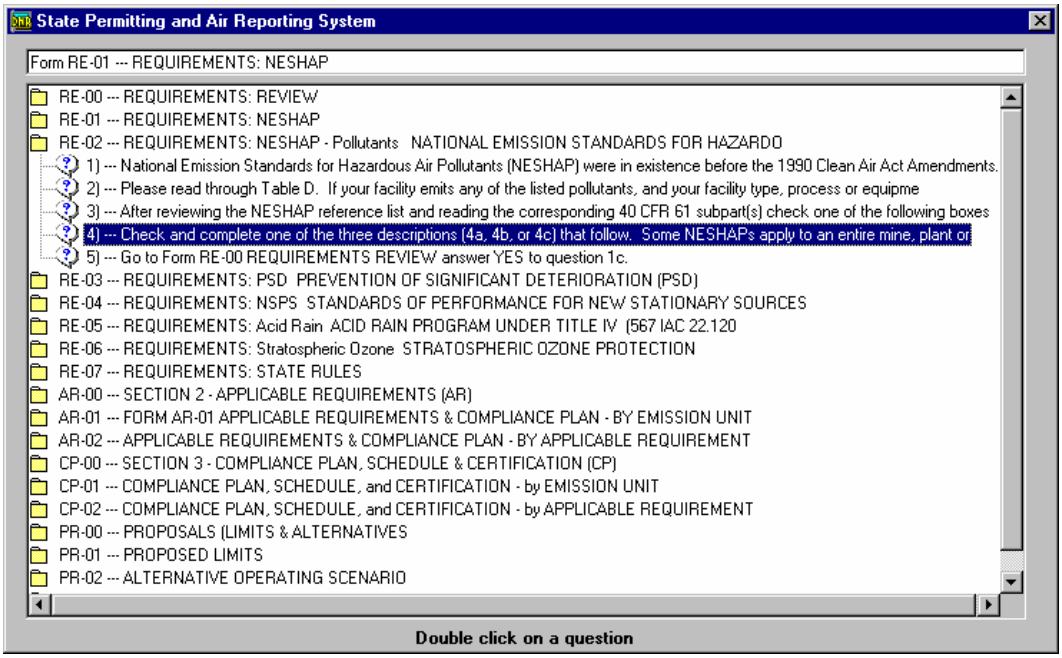
In order to successfully answer most questions check its **OK** box, indicating the user has read the pertinent information. In some cases (such as the above example) you will have to check an appropriate box or fill in requested information.

If you answer a question incorrectly (for example, if you attempt to check more than one box in the above example), a notice will appear that informs you of your error.

Part 2 Wizard Navigation buttons

The array of buttons at the bottom of the Wizard allow users to quickly move to any point in the Application:

Go To button: Opens the Wizard Transporter, shown below:



This allows quick access to any Part 2 Form and Question. Click on a folder to display all questions associated with that form. Double click the Question number (in the above example, Form RE-02, Question 4). That question is displayed.

Go To Page button: Some forms and questions, such as AR-01 or AR-02, may require multiple copies of the same question in order to list all Emission Units or Emission Points (each of which requires a separate form). Click this button to create a new form; provide a page number in the **Go To Page Number** field.

Previous Page button: This button is only active when you are in a form in which multiple pages have already been created. This button moves you to the previous page of the form. If you are in the first page this button is grayed out.

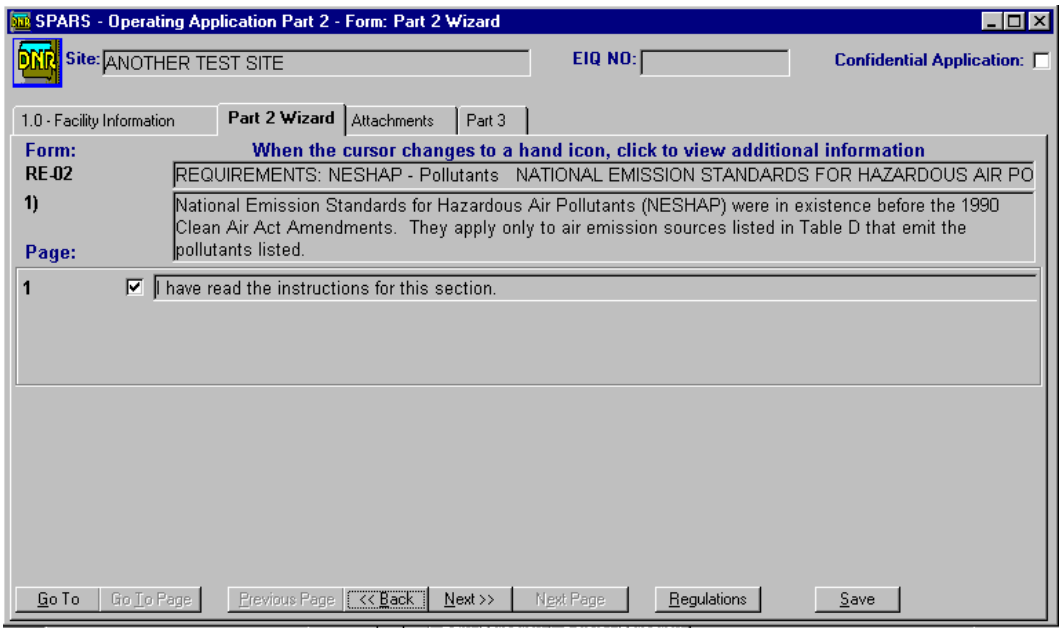
<<Back button: Moves you to the previous question.

Next>> button: Moves to the next question. Click this button when you have completed each question in the Wizard.

Next Page button: This button is only active when you are in a form in which multiple pages have already been created. This button moves you to the next page of the form. If you are in the last numbered page this button is grayed out.

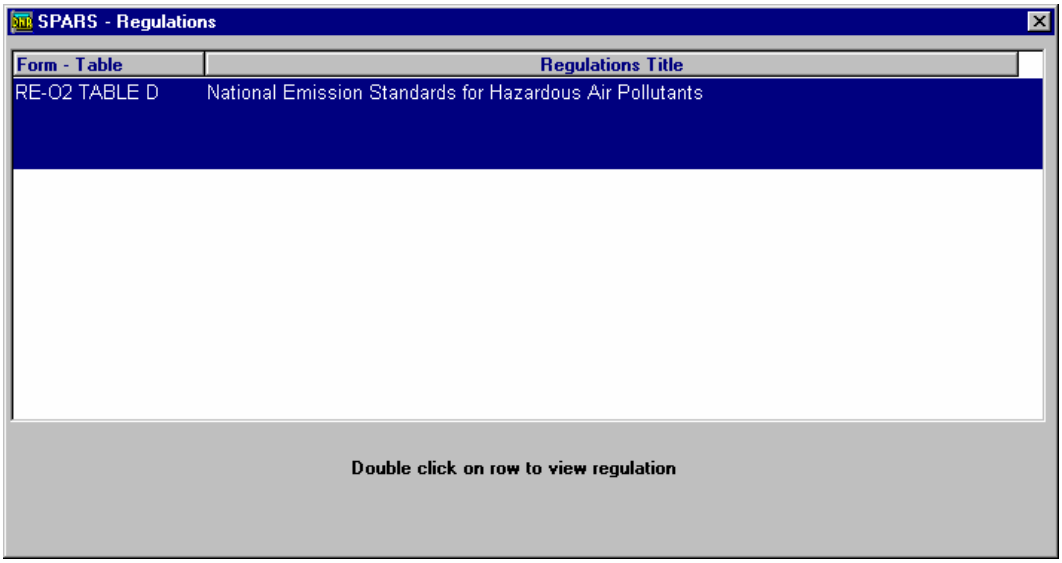
Regulations button: Displays all regulations referred to in the current question. This button is only active when a question has pertinent Regulations associated with it.

For an example of the use of the Regulations button, use the Go To button to open Question RE-02 -1:

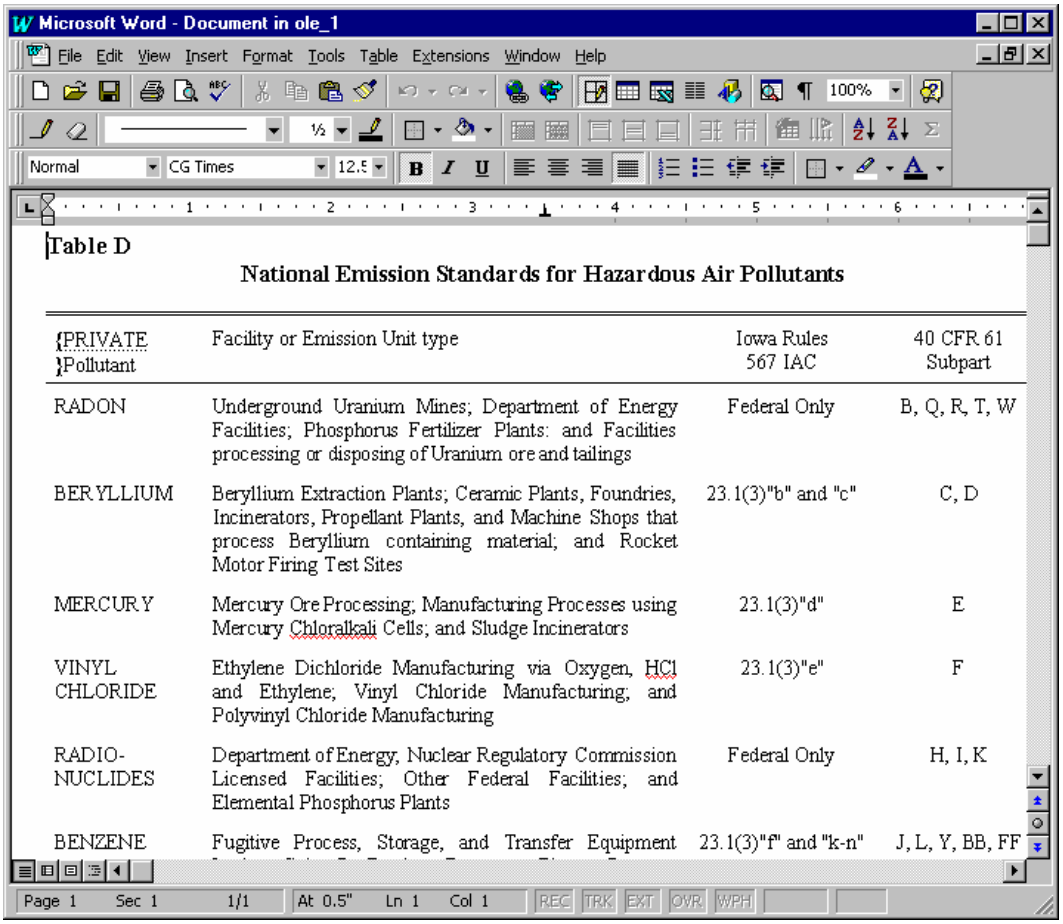


Note that the Regulations button is active. This means that there are regulations (or, in this case, a Table) that will help you answer this question on the Wizard.

Click the Regulations button. The following box opens:



The instructions at the bottom direct you to double-click on the row. When you do, the document opens.



This is a separate Word document. You can view or print this document for reference. To exit this document select **File|Close…** Then click the **X** in the upper right corner of the Regulations box.

Save button: Saves the current information. Note that SPARS automatically saves all information for each question on an application when you move to the next question. In addition, when you exit the Wizard you are also prompted whether you want to save.

5.1.3 Part 2 - Form 1.0

Instructions for Form 1.0: Facility Information

Heading subtab: If you completed the subtabs on the Site Management Window, most of the subtabs on this Form will be filled automatically.

Indicate whether this Permit Application is a Title V Operating Permit or a Voluntary Operating Permit.

Check all **Permit Application Type** boxes that are appropriate for your current submittal. For all Title V facilities your first submittal will be an "initial" permit application with an "annual fee submission." NOTE: If additional information is requested by IDNR that submittal must include another Form 1.0 identifying your facility and another Part 3, application Certification of Truth and Accuracy. If this is the case, click the "Supplemental Info" box.

Check all applicable Applications in the **Application Includes** section. Part 3 is required for all submissions.

The fields in the **For Agency User Only** section are automatically filled.

Facility Address subtab: Provide the physical location of the facility, including address, city, state and ZIP code.

The **Facility Contact Person** is the individual most familiar with the operations of the plant and who should answer any questions regarding the permit application submitted for this particular facility.

The **Facility Contact Phone Number** and **Facility Contact Fax Number** are the telephone numbers where the contact person can be reached.

The **Facility Contact Email Address** is the email address where the contact person can be reached.

Mailing Address subtab: Enter the Mailing Address of the facility. If it is identical to the Facility Address entered on the previous subtab, click **Copy Location Address to Mailing Address** to automatically fill this subtab.

Parent Address subtab: Enter the name and address of the Parent Company. If it is identical to the Mailing Address entered on the previous subtab, click **Copy Mailing Address to Parent Address** to automatically fill this subtab.

Company subtab: Enter the name, addresses and phone numbers of the contact person (or registered agent) at the parent company.

Number of Employees - Facility Total field: This number is automatically filled in.

Company Total (Iowa) field: Enter the total number of full time employees that the company employs at all locations in Iowa.

Standard Industrial Classification (SIC) field: Enter the SIC code from the pull down menus that most appropriately describe the primary type of activity occurring at this facility.

If there are secondary or tertiary SIC activities at this facility, click **Add new SIC Code** to create a field for secondary/tertiary SIC activities.

Responsible subtab: Provide the information requested for the person who is designated for taking responsibility for the truth, accuracy, and completeness of the Major Source Emission Inventory Questionnaire.

Certification subtab: This subtab is informational and describes Application and Certification requirements.

Attachments subtab: This feature allows you to attach external files Form 1.0. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS

Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To **Save** the Form, either click the **Save** icon or select **File|Save** from the main menu. If you did not complete a mandatory field you will be notified of the omission(s). Return to the appropriate subtab and enter the required information, then attempt to save again.

5.1.4 Part 2 Wizard

Instructions for the Part 2 Wizard

Overview

The SPARS Web Part 2 application consists of a series of forms; on each form is a series of questions and tables. All Forms, questions, and tables required for completing the Application are displayed consecutively in the PART 2 Application Wizard.

IMPORTANT: Not every question might be applicable to every Site. Throughout the Application, the questions and tables each user must answer are based on answers to previous questions; that is, whether a particular question (or series of questions) must be answered is often dependent upon how you answered a prior question. The SPARS Web version automatically displays the appropriate questions for each user.

This task might have been occasionally confusing on the paper Part 2 Application. It is a much simpler procedure in SPARS Web because the program will automatically display only those questions that you must answer.

See page 5-3 for a tour of the Part 2 Wizard. This is a good starting point for first-time users.

5.1.5 Part 2 Attachments

This feature allows you to attach external files to the Part 2 section of your application. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the attached version of the document from the database and attach the revised version.

5.1.6 Part 2: Part 3 Form

Instructions for Part 2 Application: Part 3

NOTE: All Part 2 applications and/or permit fee submittals must be accompanied with this application certification. Applications or fee payments submitted without appropriate certification signatures will not be considered complete.

Part 3 subtab: This information is automatically generated by the information you provided at the start of the Part 2 application process. If this information is incorrect, you must edit it in Form 1; to save any changes permanently you must exit the application program and restart the Program in the Edit Existing Application area.

Application Contents subtab: Check the boxes indicating which forms are included in this submittal.

Fees subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Compliance subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Truth, Accuracy, Completeness subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

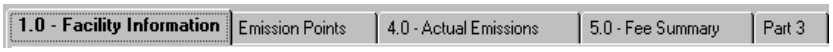
- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

6 Major Source Emission Inventory Questionnaire

Notice the tabs at the top of the window:



Each tab refers to a Form in the Major Source Emission Inventory Questionnaire.

Notice the subtabs at the bottom of the window:

These are all sections of the Form tab that is highlighted at the top of the window. In the above examples, the subtabs (Heading, Facility Address, etc.) are all sections of the Form (Form 1.0) highlighted at the top of the window.

In order to complete the Major Source Emission Inventory Questionnaire you must, in turn:

1) Select the first Form at the top,

2) Complete all subtabs, from left to right, associated with the selected Form,

3) Select the next Form at the top and complete its associated subtabs, and so on.

For instructions on completing these forms, go to the following pages:

Major Source Form 1.0: see page 6-2.

Major Source - Emission Points Form: see page 6-4.

Major Source Form 4.0: see page 6-6.

Major Source Form 5.0: see page 6-14.

Major Source Part 3 Form: see page 6-15.

Submitting a Completed Application: see page 3-5

6.1.1 Major Source Form 1.0

Form 1.0: Facility Information is required for all Major Source applications.

Heading subtab:

Indicate whether this Permit Application is a Title V Operating Permit or a Voluntary Operating Permit.

Check all Permit Application Type boxes that are appropriate for your current submittal. For all Title V facilities your first submittal will be an "initial" permit application with an "annual fee submission." NOTE: If additional information is requested by DNR that submittal must include another Form 1.0 identifying your facility and another Part 3, application Certification of Truth and Accuracy. If this is the case, click the "Supplemental Info" box.

Check all applicable Applications in the Application Includes section. Part 3 is required for all submissions.

The fields in the For Agency User Only section are automatically filled.

Facility Address subtab:

Provide the physical location of the facility, including address, city, state and ZIP code.

The Facility Contact Person is the individual most familiar with the operations of the plant and who should answer any questions regarding the permit application submitted for this particular facility.

The Facility Contact Phone Number and Facility Contact Fax Number are the telephone numbers where the contact person can be reached.

The Facility Contact Email Address is the email address where the contact person can be reached.

Mailing Address subtab: Enter the Mailing Address of the facility. If it is identical to the Facility Address entered on the previous subtab, click Copy Location Address to Mailing Address to automatically fill this subtab.

Parent Address subtab: Enter the name and address of the Parent Company. If it is identical to the Mailing Address entered on the previous subtab, click Copy Mailing Address to Parent Address to automatically fill this subtab.

Company subtab: Enter the name, addresses and phone numbers of the contact person (or registered agent) at the parent company.

Number of Employees - Facility Total field: This number is automatically filled in.

Company Total (Iowa) field: Enter the total number of full time employees that the company employs at all locations in Iowa.

Standard Industrial Classification (SIC) field: Enter the SIC code from the pull down menus that most appropriately describe the primary type of activity occurring at this facility.

If there are secondary or tertiary SIC activities at this facility, click Add new SIC Code to create a field for secondary/tertiary SIC activities.

Responsible subtab: Provide the information requested for the person who is designated for taking responsibility for the truth, accuracy, and completeness of the Major Source Emission Inventory Questionnaire.

Certification subtab: This subtab is informational and describes Application and Certification requirements.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the

Select File box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

6.1.2 Major Source - Emission Points Form

Instructions for the Major Source - Emission Points Form

Emission Pts. subtab: All Emission Points associated with this facility are listed in the **Available for Site** field.

To attach one or more of these Emission Points to this Questionnaire, highlight the name of the Emission Point and click the left arrow (**<**). This moves the Emission Point to the **ID's in Application** field. Repeat this process for as many Emission Points as desired.

Once all required emission points are listed in the IDs in Application field, highlight the first ID and select the Emission Units subtab, where you attach emission units to the highlighted emission point.

To remove Emission Points from the ID's in Application field, highlight the Emission Point to move and click the right arrow (**>**).

NOTE: Although SPARS Web allows the creation of emission points from this form (by clicking **Create New ID** and entering an ID number and description of the new emission points), it is strongly recommended that all emission points are created in **Site Management**. It is at this location where the specific details of emission points can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

Emission Units subtab:

The read-only **Emission Point ID** field displays the ID of the emission point highlighted on the Emission Point subtab. All information entered on this subtab is assigned to this emission point only.

Each combination of Emission Unit ID and SCC/AMS Code must be entered separately.

- **Emission Unit ID:** Use the pull-down menu buttons to select the emission unit ID numbers associated with this Emission Point.

- NOTE: Although SPARS Web allows the creation of emission units from this form (by clicking **Create New ID** and entering an ID number and description of the new emission unit), it is strongly recommended that all emission units are created in **Site Management**. It is at this location where the specific details of emission units can be entered or edited.)

- **SCC Number:** Use the pull-down menu button to select the SCC Number associated with the selected Emission Unit. When selected, the Description is automatically filled (the description can be edited after it is automatically filled).

To create a new row, highlight an existing row and right-click. Select **Add**. A new row appears.

6.1.3 Major Source Form 4.0

Major Source Form 4.0: Actual Emissions must be completed for each Emission Unit at your facility. You must complete the following steps for EACH Emission Unit listed in the Emission Units subtab.

Emission Unit subtab: List each Emission Unit for which actual emissions are calculated, along with their SCC/AMS number and the associated Process.

1. To add an Emission Unit to this subtab click **Add EU Processes**. The **SPARS: Processes** dialog box opens:

2. Each Emission Unit/SCC AMS Code combination that will be part of this form must be listed. To create a new row, highlight an existing row and right-click. Select **Add**. A new row appears.

3. Use LOV to select the **Emission Unit ID** and **SCC AMS Code** of the new Emission Unit. When you select an SCC AMS Code the Process Description field is automatically filled. .

4. Repeat these steps for each Emission Unit ID/SCC AMS Code combination.

5. Click **Save**.

Highlight the first Emission Unit on your list. The number of this Emission Unit is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Emission Unit subtab, highlight the next Emission Unit, and repeat the process of entering information on all tabs. Continue this process until information is entered for all listed emission units.

Throughput Schedule subtab: The read-only **Emission Unit ID** and **SCC AMS Code** fields display the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit and SCC Code combination only.

Raw Material Name: Identify the raw material used in this emission unit. For combustion sources the raw material is the fuel combusted. If a process unit is also a combustion source (i.e., a dryer), separate Forms 4.0 must be

completed for the fuel used and the raw material processed, in the form of a separate emission unit/SCC AMS Code combination.;

Yearly Total Amount: Enter the actual amount of the raw material (identified in box 10) that the emission unit processed during the emission year displayed in the read-only field at the top of this form.

Yearly Total Unit Code: Use the LOV to select the unit of the raw material total specified in the Yearly Total Amount box.

Operating Schedule Information:

Percentage of Total Operating Time Column: For each of the four calendar quarters, specify the percentage of the total annual throughput attributable to each quarter. Estimates are acceptable. The total of all four quarters must equal 100%.

Hours/Day Column: Enter the normal number of hours per day that the equipment (Emission Unit) was in operation. Since some processes are operated on a different daily schedule over the course of the year, enter the hours per day the emission unit operated during each of the four quarters.

Days/Week Column: Enter the normal number of days per week that the equipment or process (EU) was in operation. Since some processes are operated on a different weekly schedule over the course of the year, enter the days per week that the emission unit operated during each of the four quarters.

Weeks/13 Week Quarter Column: Enter the number of weeks the emission unit operated in each calendar quarter. There is a maximum of 13 possible weeks per quarter.

Control Equip. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

All Control Equipment defined for this Site are listed in the **Available for Site** field. To attach Control Equipment to the current application, highlight its name and click the left arrow (**<**). The selected Control Equipment is now listed in the **IDs in Application** field. Repeat for all required Control Equipment.

(NOTE: Although SPARS Web allows the creation of control equipment from this form (by clicking **Create New ID** and entering an ID number and description of the new control equipment), it is strongly recommended that all control equipment are created in Site Management. It is at this location where the specific details of control equipment can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

To edit existing control equipment, highlight the desired and click **Edit ID**. Make changes to the name or number of the equipment. Click **OK** to save.

Monitor Equip. subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

All monitoring equipment defined for this Site are listed in the **Available for Site** field. To attach monitoring equipment to the current application, highlight its name and click the left arrow (**<**). The selected monitoring equipment is now listed in the **IDs in Application** field. Repeat for all required monitoring l equipment.

(NOTE: Although SPARS Web allows the creation of monitoring equipment from this form (by clicking **Create New ID** and entering an ID number and description of the new monitoring equipment), it is strongly recommended that all monitoring equipment are created in Site Management. It is at this location where the specific details of monitoring equipment can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

To edit an existing monitoring equipment, highlight the desired and click **Edit ID**. Make changes to the name or number of the equipment. Click **OK** to save.

Emission Pts. subtab: The read-only **Emission Points Associated with Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

All emission points defined for this Site are listed in the **Available for Site** field. To attach emission points to the current application, highlight its name and click the left arrow (**<**). The selected emission point is now listed in the **IDs in Application** field. Repeat for all required monitoring l equipment.

(NOTE: Although SPARS Web allows the creation of emission points from this form (by clicking **Create New ID** and entering an ID number and description of the new emission point), it is strongly recommended that all emission points are created in Site Management. It is at this location where the specific details of emission points can be entered or edited. Once entered in Site Management, the information is easily transferred to this form by clicking **Replace information for equipment from Site Management to the app/questionnaire**.)

To edit an existing emission point, highlight the desired emission point and click **Edit ID**. Make any edits as necessary. Click **OK** to save.

Actual Emissions subtab: The read-only **Emission Unit ID** and **SCC AMS Code** fields display the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit/ SCC AMS Code combination only.

The purpose of this subtab is to determine the facility's Combined Control Efficiency related to specified pollutants. The first six pollutants are the criteria air pollutants and are automatically displayed.

To select additional pollutants, right-click on the name of the first pollutant selected and click **Add**. A new row appears. Repeat for as many pollutants as required.

Emission Factor: Enter the numerical emission factor used in the calculations of actual emissions from this unit.

Emission Factor Units: Enter the unit of measurement for the number entered in the Emission Factor. Use the pull down menu for a list of units.

Ash or Sulfur %: For combustion sources only, enter the percent ash or sulfur in the fuel. This only applies to certain sources, such as PM-10 for ash and SOx for sulfur.

Control Efficiency %: If only one emission control device is used, enter the percent control efficiency. Be sure to enter the control efficiency in the box corresponding to the air pollutant for which that efficiency is appropriate. For example, a device may be 90% efficient in removing a pollutant from the air stream but significantly less efficient in removing PM10.

If more than one control device applies to the same pollutant at an emission point, the combined control efficiency is calculated using the following formula:

Combined Control Efficiency = CE1 + CE2 – [(CE1 X CE2)] ÷100

Where: CE1 = Control Efficiency for the First Device

CE2 = Control Efficiency for the Second Device

When two devices are used to remove the pollutant from the same emission point, the control efficiencies must be combined. For example, if the first device has a control efficiency of 50% and the second device has an efficiency of 80%, the calculation of combined efficiency is as follows:

Combined Control Efficiency = 50 + 80 – [(50 X 80) ÷ 100]

= 130 – [4000 ÷ 100]

= 130 – 40

= 90%

In this example the combined control efficiency would be 90%.

Actual Emissions [Tons/Yr]: This is the amount in tons per year of the pollutant emitted at the emission unit described. All figures should be rounded to two decimal places. There are two possible formulas.

Method 1: If the Sulfur or Ash percent is not given or the unit is not a combustion source, use the following formula:

Actual Emissions = Actual Throughput X Emission Factor X [(100 - % Control Efficiency) ÷ 100] ÷ 2000

For example, assume Actual Throughput = 30,000 tons of grain processed, PM10 emission factor = .91 lbs. of PM10 per ton of grain processed, and the PM10 control device for this emission point has an efficiency of 90%. Using the formula above:

Actual emissions = 30,000 X .91 X [(100-90) ÷ 100] ÷ 2000

= 27,300 X [10 ÷ 100] ÷2000

= 27,300 X [.1] ÷ 2000

= 2,730 ÷ 2000

= 1.365 tons of PM10 emitted per year

Note: If no control devices are used the Control Efficiency is 0%. You would enter 1.365 as the result.

Method 2: If the Sulfur or Ash percent is greater than 0, the following formula must be used:

Actual Emissions: = Actual Throughput X Emission Factor X % Ash or Sulfur from fuel analysis X [(100 - % control efficiency) ÷ 100] ÷ 2000

For example, assume the Actual Throughput is 10,000 tons of fuel burned, the Sox emission factor is 30 pounds of SOx emitted per percent of sulfur in the fuel burned, the Sulfur content of the fuel is 1.7% and the SOx control device has an efficiency of 50%. Using the formula above:

Actual Emissions: = 10,000 X 30 x 1.7 X [(100 – 50) ÷ 100] ÷ 2000

= 300,000 X 1.7 X [50 ÷ 100] ÷ 2000

= 300,000 X 1.7 X [.5] ÷ 2000

= 510,000 X [.5] ÷ 2000

= 255,000 ÷ 2000

= 127.5 tons of SOx emitted per year

You would enter 127.50 tons in the SOx box.

Emission Factor Source: Indicate the source of the emission factor used in the above units. Use the drop down menu for a list of sources.

Other - Specify: If "Other" was selected as the source, enter the name of the source in the space provided.

Spray Booth Transfer Effic %: This field is shown ONLY if the selected Air Pollutant is PM-10. Enter the Efficiency of the Spray Booth Transfer, in percentage.

Calc subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

Pollutant column: All pollutants listed on the Actual Emissions subtab which have emission factors associated are listed.

Enter calculations for each pollutant by highlighting its name and entering the calculation in the **Calculation Text** field.

Attach. subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products: including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

Completing this form: After you have completed all tabs for the Emission Unit highlighted in the **Emission Unit** subtab, return to the Emission Unit subtab and highlight the next Unit. Complete all subsequent subtabs for the second Emission Unit. Repeat for all emission units.

To **Save** the Form, either click the **Save** icon or select **File|Save** from the main menu. For information on printing

6.1.4 Major Source Form 5.0

Major Source Form 5.0: Fee Summary is mandatory for all Major Source applications.

Submission Type subtab: Check the box for Submittal Type (a) – Annual Emissions Summary, or (b) – Annual Fee Payment.

Actual Emissions subtab: To complete this subtab, create a list of all air contaminants that your facility actually emitted in the emission year, and the corresponding quantity of actual emissions in tons.

NOTE: If you entered pollutants into Form 4.0 - Emissions subtab, those pollutants (name and amount) will be automatically entered into the Form 5.0 - Actual Emissions subtab by clicking **Update Totals from 4.0**.

Pollutant column: List all pollutants in this column. Update this list by clicking **Update Totals from 4.**0. If more rows are required, highlight a row, right-click**,** and select **Add**.

Actual Emissions (tons/yr) column: Enter the amount of pollutant, in tons, of the selected pollutant. This number must be entered before adding another pollutant name. Use up to four decimal places for fractions of a ton.

Facility Actual Emissions Total is automatically calculated by SPARS Web and is read-only.

Fee Due subtab: All fields on this subtab are automatically filled, based on the total of the tons of Actual Emissions listed on the Actual Emissions subtab. The Fee Per Ton value is set by the EPC.

Calculations subtab: Provide an explanation for the calculation for the emissions of each pollutant listed in the **Pollutants** column, which includes all pollutants listed on the Actual Emissions subtab. Highlight the first pollutant and enter the explanation in the **Calculation Text** field. Repeat this for each Pollutant in the list.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

  NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

6.1.5 Major Source Part 3 Form

Instructions for Major Source Form: Part 3

NOTE: All Title V Questionnaires and/or permit fee submittals must be accompanied with this application certification. Questionnaires or fee payments submitted without appropriate certification signatures will not be considered to be complete.

Part 3 subtab: This information is automatically generated by the information you provided at the start of the Major Source Emission Inventory Questionnaire Process. If this information is incorrect, you must edit it in Form 1; to save any

changes permanently you must exit the Questionnaire program and restart the Program in the Edit Existing Application area.

Application Contents subtab: Check the boxes indicating which forms are included in this submittal.

Fees subtab: The Responsible Official boxes are automatically completed, based on the information provided in Form 1.0, subtab "Responsible Official."

Compliance subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Truth, Accuracy, Completeness subtab: The Responsible Official boxes are completed automatically based on the information you provided in Form 1.0, subtab "Responsible Official."

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

  NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached

copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To Save the Form, either click the **Save** icon or select **File|Save** from the main menu.

7 Construction Applications

7.1 Create a New Construction Application

To Create an Application, Query for the Site on the Application Query tool (see page 3-1).

Click **Create Construction App**. The **Please Enter Submittal Date and Year** box opens. Enter the **Application year** and **Application Date** in the fields provided.

In the **Populate New Application** section select from one of three options:

- **Do Not Copy Data** (default selection): No data for the new application is copied from any other location in SPARS
- **Copy Data From Site Management:** All Site Management data for this site is automatically entered into all appropriate fields in the new application
- **Copy Data From Previous Document:** All data from a previous application (with the exception of Throughput data from Form 4.0, which will be set to zero) is automatically entered in all appropriate fields in the new application. This option has the following conditions:
    - It is available only if this site already has an existing application;
    - It is available only if the year of the new application is created in a year after the year that the prior application was created. For example, if the prior application was made in the year 2000, data can be copied into a new application if it is created in year 2001 or later.

After selecting one of the above options, click **OK**.

A blank Construction Application, opened to Form FI, is displayed.

You now can complete the Air Construction Permit Application.

7.1.1 Air Construction Permit Application Overview

An Air Construction Permit Application consists of all the forms listed below.

The tabs at the top of the Main Window direct you to the different Forms that can be electronically filed:

The tabs at the bottom of the Main Window all refer to the same form:

In the above example, all the subtabs (DNR Use, Certification, Contact Person, etc.) are part of Form FI. All applicable subtabs must be completed in order to complete Form FI.

Confidential Application checkbox: The checkbox in the upper right corner of the Main Window allows you to keep certain IDNR-determined information unavailable to the public. If you want this information to remain confidential, click this check box. The selected field will turn yellow, indicating that it has been marked confidential. (Or, alternately, select **Tools|Confidential** from the Main menu.)

If you click the check box this information will NOT be printed or made available to the public through normal inquiries.

Fugitive Emissions: For information on Fugitive Emissions, go to page 7-10.

Form FI Instructions - see page 7-3.

Form EU Instructions - see page 7-5.

Form EU1 Instructions - see page 7-12.

Form EU2 Instructions - see page 7-18.

Form EU3 Instructions - see page 7-22.

Form CS Instructions - see page 7-28.

7.2 Form FI Instructions

Form FI: Facility Information is required for all construction applications.

In order to complete Form FI on SPARS Web in a manner similar to the paper Form FI, complete the subtabs from left to right.

DNR Use subtab: All fields are read-only, and verify the information for this Site.

Certification subtab: Fill in the Responsible Official's Name, Title, Date and Signature information. If you entered the Responsible Official information in the Create or Edit Site Information window you can AutoFill this subtab by clicking **the Copy Responsible Official Information to Certification Form** button.

Contact Person subtab: Enter the name, addresses and phone numbers of the person who can be reached for questions about your permit application during the review.

Equipment Location subtab: If the equipment to be permitted is at a different location than the plant permit contact person's address, give the equipment address here. If the equipment is portable, identify by checking the "Equipment Portable?" box. If there are other locations portable equipment will be used, enter these location(s) in the "Other Location(s) is" box.

Preparer subtab: Provide the information required of the consultant or preparer. If a consultant prepared the permit application, it must have been either by or under the supervision of an active Iowa Licensed Professional Engineer. The Iowa professional engineering license number of that individual also must be provided. If the Preparer address and Equipment Location address are identical

you can click the box "Copy Equipment Location Address to preparer/consultant Address."

Business Type subtab: Briefly describe the primary activity and principal product of your business. If the plant includes more than one major activity, describe the one related to the permit application.

Provide the primary Standard Industrial Classification (SIC) Codes in the space provided. Use the LOVs for a list of SIC Codes. If there are secondary and tertiary SIC codes, click **Add SIC Code** to create additional rows.

For additional information, click **SIC – NAICS Website** to open the official U.S. Census Bureau's website (in a separate browser window) that discusses all SIC and NAICS codes.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the

database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.3 Form EU Instructions

Form EU: Emission Units Information

This form provides IDNR with information about the emission units, including a written description of how the product and/or material flows through each emission unit. An "emission unit" is the equipment or process that generates emissions of regulated air pollutants. This form is used by the review engineer to become familiar with the emission unit.

Select Emission Unit subtab: All emission units defined for this Site is listed in the **Available for Site** field. To attach emission units to the current emission unit, highlight a name and click the left arrow (**<**). The selected emission unit now is now listed in the **IDs in Application** field. Repeat for all required emission units.

(NOTE: Although emission units can be created on this form, it is strongly recommended that they be created in Site Management, where detailed information about the new emission unit is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

Highlight the first Emission Unit in the **ID's in Application** field. The number of this Emission Unit is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Emission Unit tab, highlight the

next Emission Unit, and repeat the process of entering information on all tabs.

Description subtab: The read-only **Emission Unit ID** field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

Emission Unit Name: Provide the name of the emission unit, such as "paint booth," "boiler," etc.

Emission Unit Type: Indicate the Emission Unit Type. If you select "Modification to a Permitted Source" indicate the previous permit # in the box. You can select from previous permit numbers with the pull down menu.

Manufacturer and Model: Provide the Manufacturer and Model number. If the unit is custom-designed or homebuilt, indicate here.

Maximum Capacity: Provide the maximum capacity of the unit. Capacity should be based on a rated nameplate or manufacturer's literature capacity.

Dates: Provide the date of construction or modification. This date is the month, day, and year in which construction or modification was commenced. The following definitions are used:

Construction: Fabrication, erection, or installation of an affected facility.

Commenced: An owner or operator has undertaken a continuous program of construction or modification or that an owner or operator has entered into a contractual obligation to undertake and complete, within a reasonable time, a continuous program of construction or modification.

Modification: Any physical change in, or change in the method of operation of, and existing facility which increase the amount of any air pollutant (to which a standard applies) emitted into the atmosphere by that facility or which results in the emission of any air pollutant (to which a standard applies) into the atmosphere not previously emitted.

Controlled Emission Unit: Indicate whether this is a Controlled Emission Unit by checking Yes or No.

Permit Limits and Flow Description subtab: The read-only Emission Unit ID field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

Under Item 10, If you wish to have permit limits placed on the emission unit, check "Yes." This enables the following limit specifications: Operation Hour Limits, Production Limits, Material Usage Limits, Other, and Rationale for Requesting the Limits. This helps the DNR and the applicant determine whether the limits are necessary, and if they will accomplish the desired purpose.

All applicants must complete **item 11**. The process description should include what raw materials or products enter and exit the emission unit, how they flow through the emission unit, any fuel usage which occurs at the emission unit, and any other material or product which flows into and out of the emission unit. A blueprint is acceptable if it includes all process information requested.

Control Equipment subtab: The read-only Emission Unit ID field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

All control equipment defined for this Site is listed in the Available for Site field. To attach control equipment to the current emission unit, highlight its name and click the left arrow (**<**). The selected control equipment is now listed in the IDs in Application field. Repeat for all required control equipment.

(NOTE: Although control equipment can be created on this form, it is strongly recommended that they be created in the Site Management | Control Equipment form, where detailed information about the new control equipment is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

Emission Points subtab: The read-only Emission Unit ID field displays the ID of the emission unit highlighted on the Emission Unit subtab. All information entered on this subtab is assigned to this emission unit only.

All emission points defined for this Site are listed in the **Available for Site** field. To attach emission points to the current emission unit, highlight the

name and click the left arrow (**<**). The selected emission point is now listed in the **IDs in Application** field. Repeat for all required emission points.

(NOTE: Although emission points can be created on this form, it is strongly recommended that they be created in the Site Management form, where detailed information about the new emission point is entered. Once entered there the data can be automatically entered in Form 4.0 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

Emission Points Specifications box

To enter detailed information about an Emission Point that differs from the information found at Site Management|Emission Points, highlight the desired Emission Point in the ID's in Application field and click the Emission Points Specifications button. When clicked, this button opens the Emission Points Specifications box. Instructions for completing this box are shown in the following.

Stack Opening Size: Select the appropriate type of opening.

Dia. or Length/Units: Enter the Diameter or Length, and use the pull-down menu to select the Units.

Width/Units: Enter the Width, and use the pull-down menu to select the Units.

Height/Units: Enter the Height of the Emission Point, and use the pull-down menu to select the Units.

Provide the **Height** from the ground, in feet, and height from the highest building point, in feet.

Enter the **Distance in Feet** from the closest property line.

Select the **Discharge Style** from the list provided.

Rated Flow: The exhaust flow rate in cubic feet per minute.

Units: Select whether the Exhaust Flow is measured in ACFM or SCFM.

Moisture Content: If known, enter the % moisture content of the exhaust.

Exit Temperature (Degrees F): The exhaust temperature in degrees Fahrenheit.

Check the **Ambient Flag** box if the exhaust temperature is ambient (current air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the Revised Version.

After you have completed all tabs for the Emission Unit ID you selected in the **Select Emission Unit** subtab, return to the Select Emission Unit subtab and highlight the next Emission Unit. Complete all subsequent subtabs for the second Emission Unit

Repeat this process for each Emission Unit you listed on the Select Emission Unit subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.4 Fugitive Emissions

There are two methods that SPARS Web uses for handling Fugitive Emissions.

- If Fugitive Emissions are from equipment at a nonmetallic mineral processing plant that generates fugitive emissions only, use Form EU2.
- If Fugitive Emissions are from any other source, you should list them on Form EU. Read the following for information on adding Fugitive Emissions to Form EU.

In order to tabulate any emissions (including Fugitive Emissions) in a Construction Application, the emissions must be associated with an Emission Point (on Form EI). However, a Fugitive Emission is one that, by definition, is difficult to pass through a stack or vent. That is, Fugitive Emissions are typically not associated with an Emission Point.

SPARS allows the following work-around which enables Facilities to list Fugitive Emissions on Forms EU, and then tabulated on Form EI:

1. You must first create "Fugitive Emission Points:" Select **Site Management|Emission Points** on the main menu. The Emission Point window opens. Select the Site by clicking the drop-down menu button next to either the Site ID or Site Name field and highlighting the desired Site. Click **Query Site Information**.

2. All Emission Points associated with the selected Site are listed. If the desired Fugitive Emission Point(s) are not listed, move the cursor to the Emission Point ID field and right-click. Select **Add**.

3. Enter the ID of the new Emission Point.

4. The fields on the right side (Descriptive Name, Emission Point Type, etc.) display information pertaining only to the Emission Point ID currently highlighted. Make sure the desired Emission Point ID is highlighted.

5. Enter a Descriptive Name of the Fugitive Emission Point.

6. Click the drop-down menu button next to the **Emission Point Type** field. Select **Fugitive**.

7. Enter a Description in the **If fugitive or other describe** field.

8. The rest of the fields are not critical for the tabulation of fugitive emissions. Repeat the above steps to create an additional Fugitive Emission Point, if necessary for your application.

9. Close the Emission Points window. If prompted to save changes, click **Yes**.

10. You can create the Emission Units associated with the Fugitive Emissions either in Site Management|Emission Units or Form EU of the Construction Application. In this example you will use Form EU.

11. Open the Construction Application to which you want to attach Fugitive Emissions. If it is open, you must close it (save your changes!) and re-open in order to update the Emission Point information.

12. Select **Form EU**. The **Select Emission Unit** subtab is active. If the desired fugitive Emission Unit is not listed in the **Available for Sites** field, click **Create New ID** and create the desired Emission Unit.

13. Move the Fugitive Emission Units from the Available for Sites field to the **ID's In Application** field.

14. Highlight the first Fugitive Emission Unit, which attaches this Emission Unit to all subsequent subtabs on this Form.

15. Select the **Emission Points** subtab. The Fugitive Emission Point you created in Site Management|Emission Point should appear in the Available for Sites field. Move it to the ID's In Application field by highlighting it and clicking the left arrow (<) button.

16. Repeat the above process to attach all desired Fugitive Emission Units to desired Fugitive Emission Points.

17. Select **Form EI**. Select the **Fugitive Emissions Sum.** subtab. The Emission Point(s) you created as "Fugitive" AND were associated with Emission Units on Form EU are listed. For more information on completing Form EI, go to page 7-37.

This is the only method of entering tabulated Fugitive Emissions on the Construction Application.

7.4.1 Form EU1 Instructions

Form EU1: Industrial Engine Information

(Note: According to 567 Iowa Administrative Code Chapter 22.1(2)r, an internal combustion engine with a brake horsepower rating of less than 400 is exempted from the provisions of construction permits.)

Exemption subtab: Indicate whether this is a private or public company.

Emission Unit subtab:

All Emission Units that are defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the Emission Units to attach to this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create a new Emission Unit, click **Create New ID**. Provide an ID and a description of the new Emission Unit, then click **OK**. However, in order to enter detailed information about the newly created Emission Unit into SPARS you must go to **Site Management** and enter the information at that location. Once entered there the data can be automatically entered in Form EU1 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

After you have entered all Emission units, highlight the first Emission Unit in the **ID's in Application** field. The number of this Emission Unit is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Emission Unit tab, highlight the next Emission Unit, and repeat the process of entering information on all tabs.

Modification Type subtab: Notice the "Emission Unit ID" field, which displays the number of the Emission Unit you highlighted on the Emission Unit subtab in the ID's in Application field. All information entered pertains to this Emission Unit.

Select the **Modification Type** associated with this Emission Unit ID.

Enter the **Permit #**. This field is enabled only when the Modification Type "Modification to a permitted engine" is selected. You can use the pulldown menu button to display a list of Permit numbers.

Engine subtab: Notice the "Emission Unit ID" field, which displays the number of the Emission Unit you highlighted on the Emission Unit subtab in the ID's in Application field. All information entered pertains to this Emission Unit.

Use of Engine: Indicate whether the engine is use is for Normal Operation, Emergency, Backup or “Other.” If “Other” state the use in the space provided.

Engine ID Number: This is a read-only field and shows the Emission Unit ID you select in the Emission Unit subtab in the ID's in Application field.

Rated Power: Provide the rated power of the engine, typically found on the engine's nameplate or from the manufacturer's literature.

Unit: Use the pull-down menu button to select either Brake Horsepower or Kilowatts.

Construction Date: Provide the date of construction of the emission unit (in date – month – year format). The year is that in which construction or modification begins as defined in EU Form Instruction item 7.

Manufacturer: Provide the name of the manufacturer of the emission unit.

Model: Provide the model number of the engine. This number should be available on the nameplate of the engine.

Date of Modification (if applicable): Provide the date, month, and year of the most recent or future modification, if any.

Serial Number (if available): Provide the manufacturer's serial number for this engine, if available.

Control Equip. subtab: Notice the "Control Equipment for mission Unit ID" field, which displays the number of the Emission Unit you highlighted on the Emission Unit subtab in the ID's in Application field. All information entered pertains to this Emission Unit.

All Control Equipment defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the Control Equipment to attach to this Emission Unit on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create new Control Equipment, click **Create New ID**. Provide an ID and a description of the new Control Equipment, then click **OK**. However, in order to enter detailed information about the newly created Control Equipment into SPARS you must go to Control Equipment in Site Management and enter the information at that location. Once entered there the data can be

automatically entered in Form EU1 using the **Replace information for equipment from Site Management to the app/questionnaire** button.)

The **Copy site info to app/questionnaire** button allows you to move the detailed information about a specific Control Equipment that is entered in the **Site Management|Control Equipment** section to this Form on this Application. Highlight the desired Emission Unit and click "Copy site info to app/questionnaire."

Fuel subtab:

Fuel Type column: Use the pull-down menu button to select the type of fuel used by the engine. If diesel oil (fuel oil) is used, you need to indicate the ranking number. If the engine is a dual-fuel engine, please check the appropriate fuel type boxes in this row.

If more than one fuel is used, move the cursor to the first row and right-click. Select **Add**. A new row appears.

Full Load Consumption Rate: List the full load consumption rate, defined as the engine's fuel consumption rate at the engine's rated capacity.

Actual Consumption Rate: Enter the actual consumption rate, which is the fuel consumption rate (usually daily average) under a typical operational condition.

Sulfur content wt.%: Provide the weight percentage of the sulfur content in the diesel oil.

Consumption Rate Units: Use the pull-down menu to select the Consumption Rate Units for this fuel.

Op. Schedule subtab:

Actual Operation: Provide your operation schedule (hours/day, or days/week, or weeks/year, or other) under general conditions.

Maximum Operation: Provide your operation schedule for the projected maximum operation of the engine (in hours/day, or days/week, or weeks/year, or other).

Emission Pts. subtab: Notice the "Emission Point for Emission Unit ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID.

All Emission Points that are defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the equipment to attach to this Emission Unit on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create a new Emission Point, click **Create New ID**. Provide an ID and a description of the new equipment, then click **OK**. Note: It is strongly recommended that new emission points are entered in the Site Management |Emission Points tool, where detailed information about the emission point is entered. Once entered in this location it is immediately available everywhere in SPARS Web.

Use the **Replace information for equipment from Site Management to the app/questionnaire** button to automatically fill selected control equipment fields on this form from information stored in Site Management.button allows you to move the detailed information about a specific emission point that is entered in the **Site Management|Emission Point** section to this Form on this Application.

Emission Points Specifications

To enter detailed information about an Emission Point that differs from the information at Site Management|Emission Points, highlight the desired Emission Point in the ID's in Application field and click the Emission Points Specifications button. When clicked, this button opens the Emission Points Specifications box opens. Instructions for completing this box are shown below.

Stack Opening Size: Select the appropriate type of opening.

Dia. or Length/Units: Enter the Diameter or length, and use the pull-down menu to select the Units.

Width/Units: Enter the Width, and use the pull-down menu to select the Units.

Height/Units: Enter the Height of the Emission Point, and use the pull-down menu to select the Units.

Provide the Height from the ground, in feet, and height from the highest building point, in feet.

Enter the distance in feet from the closest property line.

Select the Discharge Style from the list provided.

Rated Flow: The exhaust flow rate in cubic feet per minute.

Units: Select whether the Exhaust Flow is measured in ACFM or SCFM.

Moisture Content: If known, enter the % moisture content of the exhaust.

Exit Temperature (^{o}F): The exhaust temperature in degrees Fahrenheit.

Check the **Ambient Flag** box if the exhaust temperature is ambient (current air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if

you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Emission Unit ID you selected in the **Emission Unit** subtab, return to the Emission Unit subtab and highlight the next Emission Unit. Complete all subsequent subtabs for the second Emission Unit

Repeat this process for each Emission Unit you listed on the Emission Unit subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.5 Form EU2 Instructions

Form EU2: Nonmetallic Mineral Processing Plant

This form is designed to request information about equipment at a nonmetallic mineral processing plant, as defined in 40 CFR 60.671 that generates fugitive emissions only. Forms EU and CS should be used for each stack emission point from the same plant.

(Please list the equipment that commenced construction, reconstruction, or modification after August 31, 1983 first.)

Equipment subtab:

All Emission Units that are defined for this Site are listed in the **Available for Site** field. Select the Emission Units to attach to this form by highlighting their names and clicking the left arrow. This moves them to the **ID's in Application**.

To create a new Emission Unit, click **Create New ID**. Provide an ID and a description of the new Emission Units, then click OK. However, in order to enter detailed information about the newly created Emission Unit into SPARS you must go to **Emission Units** in Site Management. It is strongly recommended that new emission units are created in Site Management.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific Emission Unit that is entered in the **Site Management|Emission Unit** section to this Form on this Application.

After you have entered all Emission units, highlight the first Emission Unit in the ID's in Application field. The number of this Emission Unit is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Emission Unit tab, highlight the next Emission Unit, and repeat the process of entering information on all tabs.

Description and Specifications subtab: Notice the "Emission Unit ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID.

Descriptive Name: Provide a name for this equipment at your plant that generates fugitive emissions only (*fugitive emission* means particulate matter that is not collected by a capture system and is released to the atmosphere at the point of generation. Types of equipment include each crusher, grinding mill, screening plant, belt conveyors, bucket elevator, bagging operation.)

Construction Date: Enter the date of construction, which is defined as the month, day, and year in which construction or modification was commenced.

Serial Number: Provide the serial number of the equipment. A serial number is an identification number assigned by the manufacturer of the equipment.

Company ID Number: Provide the identification number (ID) assigned by your plant for the equipment. This number is used for this permit application to identify the emission unit. The ID number should match the ID numbers used on other construction permit applications and within this application. It can be any number. **However, if you submitted an operating permit application, the numbers used for identification purposes in this application should be consistent with the ID numbers used in your operating permit application.**

Rated Capacity Amount: Indicate the rated capacity of the equipment.

Rated Capacity Units: Use tons per hour for a crusher, grinding mill, bucket elevator, bagging operation, enclosed truck or railcar loading station, use the total surface area of the top screen for a screen operation, use the width for a conveyor belt, and use tons for a storage bin.

Emission Control Type: Indicate if a control measure will be or has been applied to this equipment.

Operating Schedule subtab: Notice the "Emission Unit ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID's operating schedule at this Site.

Actual Operation: Provide your plant operation schedule (in hours/day, hours/week, or months/year, etc.) under typical conditions.

Maximum Operation: Provide your plant operation schedule (in hours/day, hours/week, or month/year, etc.) under projected maximum Operation.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS

Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Emission Unit ID you selected in the **Select Emission Unit** subtab, return to the Select Emission Unit subtab and highlight the next Emission Unit. Complete all subsequent subtabs for the second Emission Unit

Repeat this process for each Emission Unit you listed on the Select Emission Unit subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.6 Form EU3 Instructions

Form EU3: Spray Paint Booth

NOTE: If your facility is qualified under 567 IAC 22.8(1) Permit By Rule, you do not need to complete this form. Instead, complete the Spray Booth Notification form, available from IDNR.

Booth ID subtab:

All Emission Units that are defined for this Site are listed in the **Available for Site** field. Select the Booth ID's to attach to this form by highlighting their names and clicking the left arrow. This moves them to the **ID's in Application** field.

To create a new Emission Unit , click **Create New ID**. Provide an ID and a description of the new Emission Units, then click **OK**. However, in order to enter detailed information about the newly created Emission Unit into SPARS Web you must go to Site Management | Emission Units and enter the information at that location.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific Emission Unit that is entered in the **Site Management|Emission Unit** section to this Form on this Application.

After you have entered all Emission units, highlight the first Emission Unit (Booth ID) in the **ID's in Application** field. The number of this Emission Unit is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Emission Unit tab, highlight the next Emission Unit, and repeat the process of entering information on all tabs.

Booth Info. subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Booth ID** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

Construction Date: Enter the Construction Date of the booth (as-built) applying for a permit for the first time, or a permitted source to be modified.

Provide the date of construction in mo/day/yr in which construction or modification BEGINS as defined in Form EU instructions.

Booth Type: Check the type of your booth, such as a new booth to be constructed, an unpermitted existing booth (as-built) applying for a permit for the first time, or a permitted source to be modified.

Enter the Permit Number for the Booth.

Spray Gun subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

No: List the Spray Guns numerically, if more than one. To create additional lines for spray guns, highlight the first row, right click, and select **Add**. Repeat this as many times as necessary to create lines for each Spray Gun.

Manufacturer Name: Specify the manufacturer(s) of the spray gun(s) used in your booth.

Model No: Specify the model(s) of the spray gun(s).

Type: Indicate the type of gun(s). The type can be airless, HVLP, air atomization, electrostatic/air atomization, etc.

Transfer Eff. %: Indicate the transfer efficiency of the painting operation.

Rated Capacity: Provide the rated capacity. A “rated capacity” is the maximum spray rate, usually in units of oz/min, gal/hour, etc.

Capacity Units: Use the pull-down menu to select the units of rated capacity, usually in units of oz/min, gal/hour, etc.

Spray Material subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

Material Type: Indicate all the coating materials used in this booth including enamel, lacquer, clean-up solvent, primer, reducer, etc. If more than one Material Type is associated with the Booth, create more lines by highlighting

the first line, right clicking, and selecting “add.” Repeat this to create as many lines as required.

Max. Usage (gal/day): Indicate the maximum usage of the materials listed in Item (6) in gallons per day.

Solid Content (lb/gal): Indicate the solid content of the materials in pounds per gallon.

VOC Content (lb/gal): Indicate the volatile organic chemicals (VOC) content of the materials in pounds per gallon of paint.

MSDS Attached: Indicate whether the Material Safety Data Sheet (MSDS) for each painting material used in the booth should be attached with the application.

Limits subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

If you wish to have permit limits placed on the paint booth, select **Yes** and complete this tab. If you do not wish to have permit limits placed on the paint booth, select **No** and proceed to the next tab.

If you selected **Yes**, check the box next the Limit(s) you are requesting, whether Operation Hour Limits, Production Limits, or Material Usage Limits. Provide a description of all selected limits.

In **Rationale for Requesting the Limit(s)** provide your explanation for the requested limit. This helps the DNR and the applicant determine whether the limits are necessary, and if they will accomplish the desired purpose.

Control Device subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

Stack Served: Indicate the stack number associated with the data for the row.

If there is more than one Stack associated with this Control Device, highlight the first row, right click, and select “add.” Repeat these steps to create as many rows as needed to account for each Stack.

Filter Manufacturer: Provide the name of the filter manufacturer.

Model: Provide the model of the filter according to manufacturer’s literature.

Control Effic (%): Provide the control efficiency for particulate matter.

Total Area: Provide the dimensions of the filter’s total area.

Area Unit: Use the pull down menu to select the Unit associated with the Total Area. If you inadvertently select the incorrect Unit you can clear this field by clicking “Edit” in the main menu and selecting “clear.”

Thickness: Provide the total thickness of the filter.

Thickness Unit: Use the pull down menu to select the Unit associated with the Thickness of the filter. If you inadvertently select the incorrect Unit you can clear this field by selecting **Edit|Clear** from the main menu.

Op. Schedule subtab: Notice the "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

Actual Operation: Provide operation schedule of the booth under a general condition.

Maximum Operation: Provide and operation schedule of the booth under projected maximum operation.

Emission Point subtab: Notice the "Emission Point for "Booth ID" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Booth ID/Emission Unit ID.

All Emission Points that are defined for this Site are listed in the **Available for Site** field. Select the Emission Points to attach to this Emission Unit on this form by highlighting their names and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create a new Emission Point, click **Create New ID**. Provide an ID and a description of the new Emission Point, then click **OK**. However, in order to enter detailed information about the newly created Emission Point into SPARS you must go to Site Management | Emission Points and enter the information at that location.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific emission point that is entered in the **Site Management|Emission Point** section to this Form on this Application.

Emission Points Specifications

To enter detailed information about an Emission Point that differs from the information in Site Management | Emission Points, highlight the desired Emission Point in the **ID's in Application** field and click the Emission Points Specifications button. When clicked, this button opens the Emission Points Specifications box opens. Instructions for completing this box are shown below.

Stack Opening Size: Select the appropriate type of opening.

Dia. or Length/Units: Enter the Diameter or length, and use the pull-down menu to select the Units.

Width/Units: Enter the Width, and use the pull-down menu to select the Units.

Height/Units: Enter the Height of the Emission Point, and use the pull-down menu to select the Units.

Provide the **Height from the Ground**, in feet, and height from the highest building point, in feet.

Enter the **Distance in Feet** from the closest property line.

Select the **Discharge Style** from the list provided.

Rated Flow: The exhaust flow rate in cubic feet per minute.

Units: Select whether the Exhaust Flow is measured in ACFM or SCFM.

Moisture Content: If known, enter the % moisture content of the exhaust.

Exit Temperature (^{o}F): The exhaust temperature in degrees Fahrenheit.

Check the **Ambient Flag** box if the exhaust temperature is ambient (current air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Click the **X** in the upper right corner to close the Emission Point Specification box.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version. After you have completed all tabs for the Booth you selected in the **Booth ID** subtab, return to the **Booth ID** subtab and highlight the next Booth ID. Complete all subsequent subtabs for the second Booth ID. Repeat this process for each Booth ID you listed on the Booth ID subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.7 Form CS Instructions

Form CS: Control Equipment

This form is used by the DNR to identify the control equipment and the emission point (stack or vent) used for the emission unit(s) proposed in this permit application. This form also asks for supporting documents to verify stated control efficiencies and details about the emission point. Additional information may be requested.

Select Control Equip. subtab:

All Control Equipment defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the Control Equipment to attach to this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create new Control Equipment, click **Create New ID**. Provide an ID and a description of the new Control Equipment, then click **OK**. However, in order to enter detailed information about the newly created Control Equipment into SPARS Web you must go to Site Management | Control Equipment and enter the information at that location.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific Control Equipment that is entered in the Site Management | Control Equipment section to this Form on this Application.

After you have entered all Control Equipment necessary for this Application in the ID's in Application field, highlight the first Control Equipment on your list. The number of this Control Equipment is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Select Control Equipment tab, highlight the next Control Equipment, and repeat the process of entering information on all tabs.

Description subtab: Notice the "Control Equipment ID" field, which displays the number of the Control Equipment you highlighted on the **Select Control Equip.** subtab. All information entered pertains to this one Control Equipment.

Control Equipment Name: Provide the name of the control equipment used (for example, pulse jet, baghouse, ESP, dust collector, etc.). Identify the control equipment by a number. This number should be the only number to present this control equipment on other forms that are included in this application and in other permit applications.

Date of Installation: Provide the date the control equipment was installed or will be installed at the emission unit(s).

Manufacturer: Provide the name of the manufacturer of the control equipment If custom-designed or homemade, indicate here.

Model: Provide the model number for the control equipment. If custom-designed or homemade, indicate here.

Date of Modification: If the control equipment has been or will be modified, write the month, day, and year of the modification.

Is Operating Schedule Different Than Emission Unit(s) Controlled: Indicate whether the control equipment operates on the same schedule as the emission unit it controls. If the answer is “yes” provide the schedule in the space provided.

Capture Hood Involved: Indicate whether there is a capture hood associated with the emission unit by answering “yes” or “no.”

Hood Efficiency (if known): If there is a capture hood, write down its capture efficiency, if known. If unknown, leave blank.

Emission Units subtab: Notice the "Control Equipment ID" field at the top, which displays the number of the Control Equipment you highlighted on the **Select Control Equip.** subtab. All information entered pertains to this one Control Equipment.

All Emission Units that are defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the Emission Units to attach to this Control Equipment on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create new Emission Units, click **Create New ID**. Provide an ID and a description of the new Emission Units, then click **OK**. However, in order to enter detailed information about the newly created Emission Unit into SPARS you must go to Site Management | Emission Units and enter the information at that location.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific Emission Unit that is entered in the Site Management | Emission Unit section to this Form on this Application.

Controlled Pollutants subtab: Notice the "Control Equipment ID" field at the top, which displays the number of the Control Equipment you highlighted on the **Select Control Equip.** subtab. All information entered pertains to this one Control Equipment.

Control Efficiency Documents: If you have supporting documentation for the control efficiency(s) of the control equipment, mark the type of

documentation, either manufacturer's data or a stack testing report. Manufacturer's data can include a manufacturer's guaranteed emission rate or guaranteed control efficiency.

In the bottom section, list all pollutants and corresponding estimated or proven control efficiencies that are controlled at this emission unit..

Use the pull down menu to select a pollutant. To create additional rows, move the cursor to an existing row and right-click. Selct **Add**. You can remove a line from the list by right clicking on the name of the pollutant and selecting "delete." If you inadvertently selected an incorrect pollutant you can remove it by clicking "edit" on the main menu and selecting "clear."

Specifications subtab: Notice the "Control Equipment ID" field at the top, which displays the number of the Control Equipment you highlighted on the **Select Control Equip.** subtab. All information entered pertains to this one Control Equipment.

Provide documentation, such as calculations, design data, or other reference documents to support the control efficiencies used in the Controlled Pollutants subtab.

Emission Points subtab: Notice the "Control Equipment ID" field at the top, which displays the number of the Control Equipment you highlighted on the **Select Control Equip.** subtab. All information entered pertains to this one Control Equipment.

All Emission Points that are defined for this Site are listed in the **Available for Site** field in the right section of the window. Select the Emission Points To attach to this Control Equipment on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create new Emission Points, click **Create New ID**. Provide an ID and a description of the new Emission Points, then click **OK**. However, in order to enter detailed information about the newly created Emission Point into SPARS you must go to Site Management | Emission Points and enter the information at that location..

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific emission point that is entered in the Site Management | Emission Point section to this Form on this Application.

Emission Points Specifications

To enter detailed information about an Emission Point that differs from the information in Site Management|Emission Points, highlight the desired Emission Point in the ID's in Application field and click the Emission Points Specifications button. This button opens the Emission Points Specifications box opens. Instructions for completing this box are shown below.

Stack Opening Size: Select the appropriate type of opening.

Dia. or Length/Units: Enter the Diameter or length, and use the pull-down menu to select the Units.

Width/Units: Enter the Width, and use the pull-down menu to select the Units.

Height/Units: Enter the Height of the Emission Point, and use the pull-down menu to select the Units.

Provide the **Height from the Ground**, in feet, and height from the highest building point, in feet.

Enter the **Distance in Feet** from the closest property line.

Select the **Discharge Style** from the list provided.

Rated Flow: The exhaust flow rate in cubic feet per minute.

Units: Select whether the Exhaust Flow is measured in ACFM or SCFM.

Moisture Content: If known, enter the % moisture content of the exhaust.

Exit Temperature (^{o}F): The exhaust temperature in degrees Fahrenheit.

Check the **Ambient Flag** box if the exhaust temperature is ambient (current air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Control Equipment you selected in the **Select Control Equip.** subtab, return to the **Select Control Equip.** subtab and highlight the next Control Equipment. Complete all subsequent subtabs for the second Control Equipment.

Repeat this process for each Control Equipment you listed on the Select Control Equip. subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.8 Form EC Instructions

Form EC: Emission Calculations

This form is used by DNR to better understand the process being permitted and to verify the emissions calculations and how they are calculated.

Select Emission Points subtab:

All Emission Points used for Emission Calculations that are defined for this Application are listed in the **Available for Site** field in the right section of the window. Select the Emission Points included in this form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create new Emission Points, click **Create New ID**. Provide an ID and a description of the new Emission Points, then click **OK**. However, in order to enter detailed information about the newly created Emission Point into SPARS Web you must go to Site Management | Emission Points and enter the information at that location.

to move the detailed information about a specific emission point that is entered in the Site Management | Emission Point section to this Form on this Application.

After you have entered all Emission Points necessary for this Application in the ID's in Application field, highlight the first Emission Point on your list. The

number of this Emission Point is now attached to the remaining subtabs. Enter information on all subtabs, then return to the Select Emission Points tab, highlight the next Emission Point, and repeat the process of entering information on all tabs.

Form EC Check Boxes subtab: Notice the "Emission Point ID" field at the top, which displays the number of the Emission Point you highlighted on the Select Emission Points subtab. All information entered pertains to this one Emission Point.

In (3), check if there is an Emission Pts. Pathway Diagram.

In (4) check whether the emission calculations are included with this form, then check all appropriate boxes that show the basis on which the calculations are based.

(5)Emissions (After control if applicable) subtab: On the left side list all pollutants associated with the emission calculations. Select pollutants from the pull down list.

You can add boxes to the list by right clicking on a selected pollutant and selecting **Add**. You can delete a selected pollutant by right clicking on that pollutant and selecting “delete.”

For each selected pollutant, complete the right side of the window. Choose the Concentration Unit from the provided pull down menu. Particulates are usually expressed in grains per standard cubic feet (br/scf); gaseous pollutants are usually expressed by either parts per million by volume (ppmv) or pounds per million Btu (#/MMBTU).

Summarize the **potential** emission rate by completing the Concentration Amount, Emission Amount in lb/hr, and Emission Amt Tons/Year.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS

Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Emission Point you selected in the **Select Emission Points** subtab, return to the **Select Emission Points** subtab and highlight the next Emission Point. Complete all subsequent subtabs for the second Emission Point.

Repeat this process for each Emission Point you listed on the Select Emission Point subtab**.**

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.9 Form EI Instructions

Form EI: Plant Emission Inventory

Note:

a) This form is **required** for every construction permit application. However, if you indicate that the plant is a major PSD source, you may list only the emission points that are new or were modified for 5 years before the proposed construction date requested in the application. Changes of emission rates at any emission point during the 5-year period should be demonstrated by an attachment labeled EI-A.

b) For a minor or unknown PSD source, list all emission points at your plant.

c) This form is designed to provide the review engineer information on plant-wide total emissions and emissions from each emission point. Total emissions are used to classify the plant into the appropriate categories for PSD, NSPS, etc. Additional information may be requested.

Stack Sum. subtab:

Select the **PSD Identification** for your Site.

Highlight the first **Emission Point** in the Emission Point ID field.

1. Click the pull-down menu button next to the **Emission Unit ID** field. This displays all Emission Units you associated with this Emission Point on Form EU.

2. Select the First Emission Unit that has Pollutants associated with it.

3. Click the pull-down menu button next to the **Construction Permit** field to select a Construction Permit number.

4. **Pollutant field:** Click the pull-down menu button to locate and select a Pollutant associated with the selected Emission Point/Emission Unit.

After the pollutant is selected, enter the amount of emissions of this pollutant from this Emission Point/Unit in Tons per Year.

5. To list additional pollutants in the **Pollutant** field, move the cursor to the **Pollutant** field and right-click. Select **Add**. A blank line appears. Repeat the process of selecting a pollutant name from the pull-down menu and entering the amount of pollutant in Tons per Year.

6. Repeat the above process for all Pollutants from this Emission Point/Unit.

When all Pollutants from this Emission Point/Unit are listed, select the next Emission Unit in the Emission Unit List field and repeat steps 1-6.

When you have completed the listing for all pollutants for all Emission Units for the selected Emission Point, highlight the next Emission Point and repeat the above process.

Continue this process until you have listed all pollutants for all Emission Points.

Total Stack Emission subtab: This is a read-only subtab.

The results of the completed Stack Summary subtab are listed in the Total Stack Emission subtab table. If the same Pollutant comes from more than one Emission Point, the total amount of pollutant from all Emission Points is listed

Fugitive Emissions Sum. subtab: You will complete this subtab ONLY if you have defined some of your emissions as Fugitive Emissions. If you do not have Fugitive Emissions, proceed to the **Total Plant Emissions** subtab.

Fugitive emissions are those emissions that cannot reasonably be made to pass through a stack or vent or equivalent opening. Examples include coal piles, unpaved roads, etc. Fugitive emissions must be included in this form if:

1. Your fugitive emission sources are quantifiable;

2. Your plant is one of the 28 named source categories found in PSD rules in 40 CFR 52.21;

3. Your emission unit is subject to a NSPS standard as of August 7, 1980;

4. Your emission unit is subject to a NESHAP standard as of August 7, 1980;

5. Your plant has been determined to be major for PSD.

If none of the above applies to your application, do not list fugitive emissions.

This subtab is similar to the Stack Summary subtab. All Emission Points that were defined as having Fugitive Emissions (in **Site Management|Emission Points**) are listed in the **Emission Point ID** field.

Highlight the first **Emission Point** in the Emission Point ID field.

1. Click the pull-down menu button next to the **Emission Unit ID** field. This displays all Emission Units you associated with this Emission Point on Form EU.

2. Select the First Emission Unit that has Pollutants associated with it.

3. Click the pull-down menu button next to the **Construction Permit** field to select a Construction Permit number.

4. **Pollutant field:** Click the pull-down menu button to locate and select a Pollutant associated with the selected Emission Point/Emission Unit. After the pollutant is selected, enter the amount of emissions of this pollutant from this Emission Point/Unit in Tons per Year.

5. To list additional pollutants in the **Pollutant** field, move the cursor to the **Pollutant** field and right-click. Select **Add**. A blank line appears. Repeat the process of selecting a pollutant name from the pull-down menu and entering the amount of pollutant in Tons per Year.

6. Repeat the above process for all Pollutants from this Emission Point/Unit.

When all Pollutants from this Emission Point/Unit are listed, select the next Emission Unit in the Emission Unit List field and repeat steps 1-6. When you have completed the listing for all pollutants for all Emission Units for the selected Emission Point, highlight the next Emission Point and repeat the above process.

Continue this process until you have listed all pollutants for all Emission Points.

Total Fugitive Emissions subtab: This is a read-only subtab.

The results of the completed Fugitive Emissions Summary subtab are listed in the Total Fugitive Emission subtab table. If the same Pollutant comes from more than one Emission Point, the total amount of pollutant from all Emission Points is listed

Total Plant Emissions subtab: This subtab combines the results of the Total Stack Emissions table (in the Total Stack Emission subtab) and the results of the Total Fugitive Emission table (in the Total Fugitive Emissions subtab). The total emissions for the plant are listed by pollutant.

Attachment subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

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Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.10 Form MI1 Instructions

Instructions for Form MI-1: Modeling Information (Plot plan)

This form is optional.

Model Information (optional) subtab: This is a read-only subtab, providing general information about the requirements for the modeling.

Sample subtab: Click the button to view a sample model.

The following information will help you complete a plot plan.

Use the instructions under the **Attachment subtab** to attach your plot plan to the Form.

Plot Plan Requirements

A scaled plot plan of the entire plant is required. The plot plan must show:

- A scale bar and a north arrow. The scale must be of sufficient size to allow drawings to be converted to electronic format.
- Property lines.
- If any, fence lines or any physical barriers precluding public access.
- Locations of all buildings within the property lines. Locations of tiers on multi-level buildings. Include the building and structure heights, and tier heights. A description of the buildings or structures is optional.
- Locations of ALL emission points. Emission point symbols need not be to

scale.

- Locations of all structures above ground level and within property lines. Structures above ground level such as a gasoline storage tank, grain storage silos, etc., must be shown. Structures at ground level, such as concrete pads, paved parking lots, etc., should NOT be on the plot plan.

- Locations of unpaved roads (need not be to scale) and area sources, such as coal piles must be shown, only if fugitive emissions must be included in the permit application.

- Highlight or mark the emission point that is the subject of this permit application, so that it is clearly distinguished from other emission points or labels on the plot plan.

All buildings and structures above ground level and all emission points must be marked with identification numbers. The numbers **MUST** be consistent with all forms in the application.

NOTE:

- AutoCAD or equivalent computer-aid drawings on paper and on disk are preferred.

- Sketches are acceptable.

- Aerial photographs are not acceptable.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the database **in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** To update the copy of the document in the database you must delete the document from the database and attach the revised version.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon

- Select **File|Save** from the main menu.

- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

7.11 Form MI2 Instructions

Form MI2: Modeling Information (Emission Sources)

NOTE: This form is optional. However, you must fill out this form if you want IDNR to model your facility for you. IDNR may provide free modeling analysis for you if you complete this form and if IDNR has time to do so. Call 515/242-6494 for more information. This form provides IDNR with information for air dispersion modeling to verify compliance with National Ambient Air Quality Standards (NAAQS). IDNR provides free assistance for air dispersion modeling questions.

Emission Points subtab:

This table is the first step in completing this form. The Emissions Points subtab lists all Emission Points by ID number and description. Detailed information on each Emission Point is entered in an Emission Point Specification box.

Emission Point Specifications

Highlight an Emission Point ID (when highlighted, the hand icon will appear to the left of the Emission Point ID field) and click **Emission Point Specifications**. This opens the Emission Point Specification box for this Source. Enter all information for this Emission Point that differs from the information for this Emission Point in the Site Management|Emission Points section of SPARS.

Stack Opening Size: Select the appropriate type of opening.

Dia. or Length/Units: Enter the Diameter or length, and use the pull-down menu to select the Units.

Width/Units: Enter the Width, and use the pull-down menu to select the Units.

Height/Units: Enter the Height of the Emission Point, and use the pull-down menu to select the Units.

Provide the **Height from the Ground**, in feet, and height from the highest building point, in feet.

Enter the **Distance in Feet** from the closest property line.

Select the **Discharge Style** from the list provided.

Rated Flow: The exhaust flow rate in cubic feet per minute.

Units: Select whether the Exhaust Flow is measured in ACFM or SCFM.

Moisture Content: If known, enter the % moisture content of the exhaust.

Exit Temperature (Degrees F): The exhaust temperature in degrees Fahrenheit.

Check the **Ambient Flag** if the exhaust temperature is ambient (current air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Select the next Emission Source from the Summary of Stack/Vent Emission Sources and repeat the above steps for this source.

Repeat for each Emission Source listed in the Summary of Stack/Vent Emission Sources.

Table 1 Pollutant Rate subtab: Notice the "Emission Point ID" field at the top, which displays the number of the Emission Point you highlighted on the Select Emission Points subtab. All information entered pertains to this one Emission Point.

Pollutant ID: Use the pull down menu to select the desired pollutant and provide the emission rate in the appropriate box. If there are more than one pollutant associated with the emission point, highlight the top row, right click, and select “add.”

Select the emission rate in pounds per hour for all pollutants emitted by this emission point.

In this form emission rates for an emission point are its permitted limits (if any). Otherwise, potential to emit should be shown. Potential to emit is defined as uncontrolled emissions at maximum design or achievable capacity (whichever is higher) and year-round continuous operation (8760 hours per year) **IF** there are no federally enforceable permit limits on the emission point. If the emission point has or will have control equipment or some other proposed permit limitation such as hours of operation or material usage, then the control efficiency or proposed permit limit(s) may be used in calculating potential to emit.

Fugitive Emission Points subtab: Fugitive emissions are those emissions that cannot reasonably be made to pass through a stack or vent or equivalent opening. Examples include coal piles, unpaved roads, etc. Fugitive emission sources at your plant must be included in this form.

For detailed information on the tabulation of Fugitive Emissions, go to page 7-10.

The Summary table lists all Emission Points which you have described as "Fugitive" in Site Management|Emission Points. To add information about a specific Fugitive Emission, highlight the desired "Emission Point ID" field at the top and click the **Emission Points Specification** button.

Emission Points Specification

The fields in the Emission Points Specification box pertains only to the Fugitive Emission Point you highlighted in the Summary Table, and will only contain information that differs from the Emission Point infromation found in Site Management|Emission Points. The following instructions will assist you to complete the fields in this box. Please note that many of these fields are not applicable to Fugitive Emission Points.

Stack Opening Size: Select the shape (Circular, Rectangular, etc.) of the opening.

Dia (Length/Width/Height): Provide the dimensions of the fugitive emission source. This could be the area for a coal pile, or the length of an unpaved road. Use the pulldown menu button to select the **Units** of the entered dimensions.

Height from Ground/Highest Building/Distance from Property Line: Enter the required measurements, in feet.

Discharge Style: Select the type of discharge from the list. You can only select one style.

Exhaust Information: Provide the **Rated Flow Rate** and **Unit** (from the pulldown menu), the Moisture Content % if known, the exit Temperature in degrees Fahrenheit, and click the checkbox if there is an Ambient source (if the exhaust is at ambient air temperature).

When you have completed the **Emission Points Specification** box for this Source, close and Save this box. Click the **X** in the upper right corner. You are prompted, "Do you want to save changes?" Click **Yes**.

Select the next Emission Point in the Summary table and click the **Emission Points Specification** button. Complete the information for this next source, Save and select the next Source from the table.

Table 2 Pollutant Rate subtab: Notice the "Emission Point ID" field at the top, which displays the number of the Emission Point you highlighted on the Fugitive Emission Points subtab. All information entered pertains to this one Emission Point.

On this subtab you list all Pollutants and their Rate of discharge associated with the selected Fugitive Emission Point. If there is more than one Pollutant associated with this Fugitive Emission Point you can list multiple Pollutants on this subtab.

To list the first Pollutant and Rate, use the pulldown menu button to locate and select the **Pollutant ID**.

Enter the **Rate Amt** in pounds per hour (lb/hr).

To enter additional Pollutants, move the cursor to the area within this subtab and right-click. Select **Add**. A new row is created. Repeat as necessary to create the required number of lines.

To Add Pollutants for a different Fugitive Emission Point click the **Fugitive Emission Points** subtab and select a different Fugitive Emission Point. Return to the **Table 2 Pollutant Rate** tab and complete the above instructions for listing Pollutants and Rates.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

After you have completed all tabs for the Emission Point you selected in the **Emission Points** subtab, return to the **Emission Points** subtab and highlight the next Emission Point. Complete all subsequent subtabs for the second Emission Point. Repeat this process for each Emission Point you listed on the Emission Point subtab.

Save your Changes: There are three methods of saving your work:

- Click the **Save** icon
- Select **File|Save** from the main menu.
- If you close the form by clicking the **X** in the upper right corner you will be asked if you want to save the form. Click **Yes**.

8 Minor Source Emission Inventory Questionnaire

8.1 Create a Minor Source EIQ

(NOTE: To create an Emission Inventory Questionnaire, the Site must have been entered into the system. If this has not been done, see page 2-1.)

1. Query for a Site (see page 3-1) for information on the Application Query Tool.)

   35. Click **Create Minor Source EIQ**. Enter the **Submittal Year** and **Date** in the fields provided.

   36. In the **Populate New Application** section select from one of three options:

   - **Do Not Copy Data** (default selection): No data for the new application is copied from any other location in SPARS.

   - **Copy Data From Site Management:** Site Management data for this site is automatically copied from the Site Management module and entered in fields in the new application.

   - **Copy Data From Previous Document:** All data from a previous application (with the exception of Throughput data from Form 4.0, which will be set to zero) is automatically entered in all appropriate fields in the new application.

     This option has the following conditions:

     - It is available only if this site already has an existing application;
     - It is available only if the year of the new application is created in a year *after* the year that the prior application was created. For example, if the prior application was made in the year 2000, data can be copied into a new application if it is created in year 2001 or

later.

After selecting one of the above options, click **OK**.

Form INV-1 of the Minor Source Emissions Inventory Questionnaire opens. See page 8-3 for instructions on Form INV-1.

8.2 Edit or Delete an Existing Questionnaire

If you have already created an Emission Inventory Questionnaire you can use this function to Edit, Update, or Delete all or part of the information on the questionnaire.

From the Application Query Tool, query for the Site (see page 3-1).

Click **Minor Source Questionnaires**. All existing Minor Source Questionnaires for this Site are displayed. Locate and highlight the Questionnaire.

To **DELETE** this highlighted Questionnaire click **Delete**. You will be prompted whether to Delete or not. Click **Yes**.

To **EDIT** this highlighted Questionnaire click **Edit Application**. The selected Questionnaire opens, with Form 1.0 displayed.

To make edits or updates, follow the instructions for the various Forms:

Form INV-1 Instructions: see page 8-3.

Form INV-2 Instructions: see page 8-5.

Form INV-3 Instructions: see page 8-9.

Form INV-4 Instructions: see page 8-16.

Make changes to fields on these forms in the same manner that you originally created the forms. To edit a field, move the cursor to the field and click to highlight. Make necessary changes.

Submitting a Completed Application: see page 3-5

To save the changes either click the **Save** icon or select **File|Save** from the Main Menu.

8.3 Form INV-1 Instructions

The tabs at the top of **Form INV-1: Facility Information** link to the different Forms that comprise the EI Questionnaire.

Note the subtabs at the bottom of the window.

All visible subtabs are part of the highlighted form. In this case, all subtabs refer to Form INV-1. When you click another Form's tab at the top of the window the subtabs will now refer to the new Form.

All asterisked fields are Mandatory.

Notice the numbers next to some field names, for example:

The number refers to the field number on the paper version of this Form.

To complete this Form (and all similar Forms), complete the applicable subtabs from left to right.

Facility Address subtab: Provide the physical location of the facility, including address, city, state and ZIP code. Provide the Latitude and Longitude of the Facility. The latitude and longitude must be in decimal format (40 degrees 30 minutes = 40.5 degrees).

Facility Contact subtab: The Facility Permit Contact Person is the individual most familiar with the operations of the plant and who should answer any questions regarding the permit application submitted for this particular facility. Provide the person's Last, First, Middle Initial, and Title. The Facility Contact Phone Number and Phone Ext Number are the telephone numbers where the contact person can be reached.

Mailing Address subtab: Enter the Mailing Address of the facility if it is different than the Facility Address.

Parent Address subtab: Enter the name and address of the parent company if another company at a different location owns the facility wholly or in part.

Parent Contact subtab: Enter the name and phone numbers of the contact person (or registered agent) at the parent company.

Activity subtab: To enter new information, click Add new SIC Code. A blank line appears. Repeat to create as many blank lines as necessary.

The first field, **Type**, is read-only.

Standard Industrial Classification (SIC) field: Enter the SIC code from the pull down menu that most appropriately describes the type of activity occurring at this facility.

For additional information, click SIC Codes.

Activity Description field: Enter a written description of the activity occurring at this facility.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To **Save** the Form, either click the **Save** icon or select **File|Save** from the main menu.

8.4 Form INV-2 Instructions

Form INV-2: Emission Point Description must be completed for each emission point. Its purpose is to describe the emission point and to associate emission units to emission points.

Emission Points subtab:

Select the Emission Points for inclusion on Form INV-2 by highlighting their name in the **Available for Site** and clicking the left arrow (<). The name of the selected Emission Point is displayed in the **ID's in Application** field on the left.

Repeat this process for all desired Emission Points.

You may create new Emission Points by either pressing **Enter** or clicking **Create New ID** and entering a new ID and new Description. However, in order to enter detailed information about the newly created Emission Point into SPARS Web you must go to Site Management | Emission Points and enter the information at that location.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific emission point that is entered in the Site Management|Emission Point section to this Form on this Application.

Edit ID: Click this button to edit either the Emission Point ID Number or Description. CAUTION: Do not edit an Emission Point that you have moved to the left field (ID's in Application field). To use the Edit ID function on an Emission Point that has been moved to the left field you must first remove it from this field by highlighting its name and clicking the right arrow button (>). In addition, when the Emission Point is removed from the left field, all information you have attached to this Emission Point will be deleted on this questionnaire.

It is important to have the correct ID number and Description attached to an Emission Point BEFORE working on INV-3 and INV-4.

After you have entered all Emission Points, highlight the first Emission Point listed and click the **Emergency Bypass subtab**. After you complete all subsequent subtabs, return to the Emission Points subtab, highlight the next Emission Point, and complete all subtabs. Repeat this process for each Emission Point listed.

Emission Point Information subtab: Notice the read-only **Emission Point ID** field, which displays the number of the Emission Point you highlighted on the **Emission Pts.** subtab. Complete each item as follows:

Emission Point Type: Check the box that best describes the Emission Point. If the Emission Point is either Fugitive or "other", briefly describe the type. If you select "Stack/Vent" other fields will appear. Complete them as follows:

- **Stack Shape:** Check the box that best describes the stack shape. Provide the dimensions of the Stack; use the pull-down menus to define the **Units** of measure.

- **Stack Height above Ground:** Enter the height above the ground (in feet) of the stack's exit point.

- **Does the Emission Pt have a Rain Cap?** Check the appropriate box. If "yes," specify the type of obstruction (i.e. elbow, rain cap).

Composition of Exhaust Stream: Enter the flow rate and units (e.g. gr/scf, lbs/MM Btu), and temperature in degrees Fahrenheit of the exhaust stream. Be sure to enter the values in the same units of measure as already listed on Form 2.0 (if used.)

Emergency Bypass subtab: Notice the read-only **Emission Point ID** field, which displays the number of the Emission Point you highlighted on the **Emission Points** subtab. All information entered pertains to this one Emission Point ID.

NOTE: If the IDs in Application field on the Emission Pt. subtab contains only one Emission Point number, this subtab will not be available.

If the selected stack/vent is used as an Emergency Bypass Stack, select **Yes**. If you answered "yes," the "Emission Point ID and Description field appears." Use the pull-down menu to select all Emission Points to which this pertains. The drop-down menu will not contain the Emission Point you highlighted on the Emission Pt. subtab.

To add a new Emission Point ID to the field in #6, either press the “Enter” key or right-click in the field and select **Add**. A blank line appears in the field.

Bypass Stacks subtab: Notice the read-only **Emission Point ID** field, which displays the number of the Emission Point you highlighted on the **Emission Pts.** subtab. All information entered pertains to this one Emission Point ID.

NOTE: If the IDs in Application field on the Emission Pt. subtab contains only one Emission Point number, this subtab will not be available.

Bypass Stacks: If there are any bypass stacks or parallel stacks through which air contaminants from this emission point may be emitted, enter the bypass stack emission point ID. The drop-down menu will not contain the Emission Point you highlighted on the Emission Pt. subtab.

To add a new record to the Bypass Stack list either press the [**Enter**] key or right-click in the field and select **Add**. A blank line appears.

Emission Units subtab: Notice the read-only **Emission Point ID** field, which displays the number of the Emission Point you highlighted on the **Emission Pts.** subtab. All information entered pertains to this one Emission Point ID.

All Emission Units that are defined for this Site are listed in the **Available for Site** field. Select the Emission Units to attach to this Emission Point on this form by highlighting their names and clicking the left arrow. This moves them to the **ID's in Application**.

To create a new Emission Unit, click **Create New ID**. Provide an ID and a description of the new Emission Units, then click OK. However, in order to enter detailed information about the newly created Emission Unit into SPARS you must go to **Emission Units** in Site Management.

Use the **Replace information for equipment from Site Management to the app/questionnaire** to move the detailed information about a specific Emission Unit that is entered in the **Site Management|Emission Unit** section to this Form on this Application.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats, Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example); AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To **Save**, either click the **Save** icon or select **File|Save** from the main menu.

8.5 Form INV-3 Instructions

Form INV-3: Emission Unit Description - Potential Emissions must be completed for each throughput of an emission unit described in INV-2. (An emission unit is the specific process that generates the air pollution emissions.)

Potential Emissions are calculated based upon the Maximum Design Rate of the emission unit and 8760 hours of operation per year. There is an exception to this method: If there is a federally enforceable permit (or order) to limit the process rate, or hours of operation. In either case, potential emissions must be calculated with 'worst case' values for each pollutant.

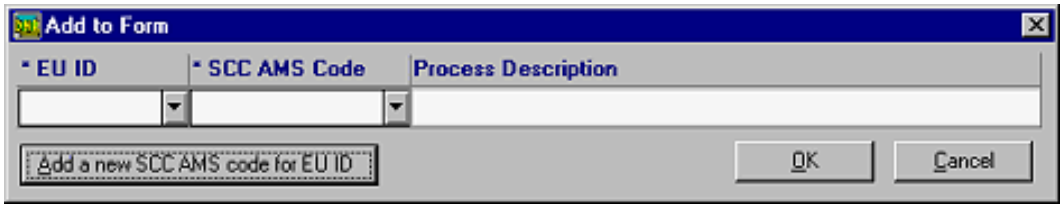
Emission Unit subtab:

Use this subtab to select the Emission Point/Emission Unit combination that will be attached to the following tabs.

In the left field, highlight the Emission Point to which the desired Emission Unit is attached. If the necessary Emission Point is not displayed, return to Form INV-2 and enter the information on the Emis. Pts. subtab.

After highlighting an Emission Point in the left field, all the Emission Units associated with that Emission Point **that have SCC AMS Codes associated with the EU** are displayed in the right field. If there are no Emission Units listed you must manually attach an SCC AMS Code to each Emission Unit:

1. Click **Add**. The **Add to Form** dialog box opens:



2. Click the **EU** pull-down menu button. All Emission Units attached to the selected Emission Point (this was done on the INV-2 Form, Emission Unit subtab) are listed. Select the desired Emission Unit.

3. Use the pull-down menu buttons to select the desired **SCC AMS Code** of the selected Emission Unit. When you select a SCC AMS Code the Process Description field is automatically filled. If the desired SCC AMS Codes are in the pull-down menu, proceed to step 5.

4. If the desired SCC AMS Code for the selected EU ID does not appear in the pull-down menu, click **Add a new SCC AMS code for EU ID** button. A box opens that shows all current relationships between this EU and SCC AMS codes. To add a new SCC AMS code, move the cursor to the **Description of Process** field and right-click. Select **Add**. A new row appears.

5. Use the pull-down menu button to select the new **SCC Number**. Enter a Process Description.

6. If available, enter the information in the fields at the bottom of this box.

7. Click the **X** in the upper right corner to close.

8. Repeat these steps for each Emission Point/Emission Unit combination that have Potential Emissions.

In order to successfully complete Form INV-3 you must, in turn, create an Emission Unit/SCC AMS Code connection for each Emission Unit, and then complete the subsequent subtabs for each Emission Unit. You then select another Emission Point and complete the subtabs for its Emission Units. Repeat this process for each combination of Emission Point and Emission Unit.

Emission Unit/Process Description subtab: Notice the read-only **Emission Unit ID** field, which displays the number of the Emission Unit you highlighted on the **Emission Pts/Units** subtab. All information entered pertains to this one Emission Unit ID.

Date of Construction: Enter the date on which construction was commenced for this emission unit. For the purposes of this question

"commenced construction" means the date that an owner or operator has undertaken a continuous program of construction or modification or that the owner or operator has entered into a contractual obligation to undertake and complete, within a reasonable time, a continuous program of construction or modification.

Date of Installation: Enter the date of the actual installation of the emission unit equipment. In many cases this will be the same date as the date of construction.

Date of Modification: If this emission unit has been modified since it was originally installed, please enter the date of the last modification.

Federally Enforceable Limit: If this emission unit is subject to any operating limitation, such as limitations on hours of operation, raw materials, or amount of fuel combusted, etc., enter this limitation here. Enforceable limits are usually established in the construction/operating permit or in an enforcement order.

Permit or Rule Establishing Limit: Enter the Source of the operating limitation specified in the Federally Enforceable Limit field. The source may be a construction or operating permit, or an administrative or court order. In either case, list the permit number or the order number here.

Raw Material – OR – Fuels Used: Enter the raw material used in this emission unit (process). For combustion sources enter the fuel used. If multiple raw materials or fuels are used at this emission unit list the worst case fuel or raw material and the pollutant/s for which it is worst case. For example:

Fuels (throughput)

Coal – SO2, PM10

Natural Gas – NOx

Raw Materials (throughput)

Paint #1 – VOC, Toxics, Lead

Paint #2 – PM10

Maximum Hourly Design Rate: Enter the maximum hourly production rate for this emission unit. For combustion units this is the maximum heat input

capacity (in millions of Btu per hour) for the equipment using the fuel specified in the Raw Material OR Fuels Used field.

Units: Select the appropriate unit of measure ("units") for the Maximum Hourly Design Rate from the pull down menu.

Control Equipment subtab: Notice the read-only "Control Equipment Associated with Emission Unit" field, which displays the number of the Emission Unit you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID.

All control equipment defined for this Site are listed in the **Available for Site** field. Select the control equipment to attach to this Emission Unit on this Form by highlighting their names on the right side and clicking the left arrow. This moves them to the **ID's in Application** field in the left section.

To create a new control equipment, click **Create New ID**. Provide an ID and a description of the new equipment, then click **OK**. However, in order to enter detailed information about the newly created Control Equipment into SPARS you must go to Site Management | Control Equipment and enter the information at that location.

Edit ID: Click this button to edit either the Control Equipment ID Number or Description. CAUTION: Do not edit Control Equipment that you have moved to the left field (Control Equipment for Application field). To use the Edit ID function on a Control Equipment that has been moved to the left field you must first remove it from this field by highlighting its name and clicking the right arrow button (>). In addition, when the Control Equipment is removed from the left field, all information you have attached to this Control Equipment (in INV-3 and INV-4) will be deleted on this questionnaire.

Potential Emissions subtab: Notice the read-only "Emission Unit ID" and "SCC AMS Code" fields, which display the number of the Emission Unit and SCC Code you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID and SCC Code.

Pollutant: This column automatically contains six pollutants. If the selected Emission Unit emits other pollutants, highlight a box in this column, right click, and select **Add**. Repeat this to create as many blank rows as required. Click the pulldown menu button to locate and select the desired pollutant.

Emission Factor: Enter the numerical emission factor (in pounds per unit) being used to calculate the potential emissions from this unit. Emission factors can be obtained for some processes from EPA documents or calculated from stack test data, worksheets, or continuous emission monitoring data. See the Help for Form CE-01 for a discussion of the use of stack test results.

Emission Factor Unit: Enter the emission factor units that correspond to the numerical emission factor. Typical emission factor units are expressed in pounds of pollutant emitted per unit of production or unit of fuel combusted. Examples are pounds/ton, pounds/gallon, pounds/million cubic feet, etc.

Ash or Sulfur %: for combustion sources only, enter the percent ash in the fuel in the rows with pollutant PM-10. Enter the percent sulfur in the fuel in the SOx row.

Uncontrolled Emissions lb/hr: Calculate the potential uncontrolled emissions on an hourly basis and enter the value in pounds per hour. To calculate potential uncontrolled emissions multiply the Maximum Hourly Design Rate (in the Process Desc. subtab) by the Emission Factor (discussed above). In order for this calculation to work correctly the emission factor units must correspond to the units used in the Emission Factor Units field. For example, a spreader stoker boiler burning 3 tons per hour of sub-bituminous coal times the emission factor of 60 pounds of a pollutant per ton of coal burned equals 180 pounds per hour of the pollutant emitted uncontrolled.

Control Effic. %: If only one emission control device is used enter the percent control efficiency. Be sure to enter the control efficiency in the box corresponding to the air pollutant for which that efficiency is appropriate. For example, a device may be 90% efficient in removing one pollutant from the air stream but significantly less efficient in removing PM10.

If more than one control device applies to the same pollutant at an emission point, the combined control efficiency is calculated using the following formula:

Combined Control Efficiency = CE1 + CE2 – [(CE1 X CE2) /100]

Where CE1 = Control Efficiency for First Device

CE2 = Control Efficiency for Second Device

When two devices are used to remove the pollutant PM10 from the same emission point, the control efficiencies must be combined. For example, if the first device has a control efficiency of 50% and the second device has an efficiency of 80%, the calculation of combined efficiency is as follows:

Combined Control Efficiency = 50 + 80 – [(50 X 80) / 100]
= 130 – [4000 / 100]
= 130 – [40]
= 90%

Thus, the combined control efficiency for PM10 at this emission point is 90%.

Note that the control efficiency of a secondary piece of emission control equipment is dependent upon particle size, grain loading to the device, air flows, etc. Therefore, caution should be used in assigning the control efficiency to the second control device.

Hourly C.E. [lb/hr]: Calculate the hourly controlled emissions by applying the Combined Control Efficiency (Control Effic. %) to the Potential Hourly Uncontrolled Emissions (Uncontrolled Emissions lb/hr). Enter the value in pounds per hour.

Annual C.E. [tons/yr]: Calculate the annual potential controlled emissions by multiplying the Potential Hourly Controlled Emissions ("Hourly C.E. [lb/hr]") by 8760 hours and converting pounds per year to tons per year.

Unless the emission unit is subject to enforceable limitations on hours of operation, Potential Emissions are based on 8760 hours per year.

Source of Emission Factor: This field is located at the bottom of the window. Indicate the source of the emission factor used in the Emission Factor box. Use the pull down menu to see typical sources of emission factors.

Other, specify: If the source of the Emission Factor is not displayed in the pull down menu, provide the source for the Emission Factor in this box.

Spray Transfer Booth Effic %: NOTE: This field is visible ONLY if the Pollutant selected is PM-10. Enter the efficiency of the Spray Transfer Booth in percentage.

Calculations subtab: Note the Emission Unit ID/SCC AMS Code fields at the top of this subtab. All information on to this subtab refers only to the Emission Unit/SCC Code shown.

The purpose of this subtab is to provide IDNR with explanations for all calculations for all pollutants. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with those Pollutants on the Potential Emission subtab for which you provided Emissions Factors.

To add an explanation of the Calculations for a pollutant, highlight the name of the desired Pollutant and move the cursor to the space underneath the **Calculation Text** header. Right-click and select **Add**. A blank text field appears. Enter your explanation. This field has a limit of 2,000 characters. You can use the scroll bar to view the entire text, if necessary.

If attachments are required to help with the explanation, go to the **Attachments** subtab, discussed below.

Attachments subtab: This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example), AutoCAD; or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To **Save** the Form, either click the **Save** icon or select **File|Save** from the main menu.

8.6 Form INV-4 Instructions

Form INV-4: Emission Unit Description - Actual Emissions must be completed for each emission unit at the site that has Actual Emissions in a given year.

Emission Unit subtab:

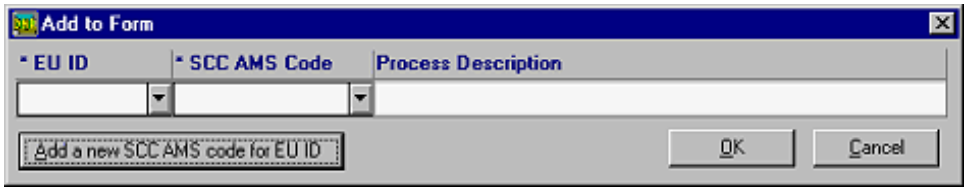
In the left field, highlight the Emission Point to which the desired Emission Unit is attached. If the necessary Emission Point is not displayed, return to Form INV-2 and enter the information on the Emis. Pts. subtab.

After highlighting an Emission Point in the left field, all the Emission Units associated with that Emission Point **that have SCC AMS Codes associated with the EU** are displayed in the right field.

If you have already attached Emission Units to Emission Points on the INV-3 form you can automatically move this information to the INV-4 form by clicking **Copy from 3 to 4**.

If there are no Emission Units listed you must manually attach an SCC AMS Code to each Emission Unit:

1. Click **Add**. The **Add to Form** dialog box opens:



2. Click the **EU** pull-down menu button. All Emission Units attached to the selected Emission Point (this was done on the INV-2 Form, Emission Unit subtab) are listed. Select the desired Emission Unit.

3. Use the pull-down menu buttons to select the desired **SCC AMS Code** of the selected Emission Unit. When you select an SCC AMS Code the Process Description field is automatically filled. If the desired SCC AMS Codes are in the pull-down menu, proceed to step 7.

4. If the desired SCC AMS Code for the selected EU ID does not appear in the pull-down menu, click **Add a new SCC AMS code for EU ID** button. A box opens that shows all current relationships between this EU and SCC AMS codes. To add a new SCC AMS code, move the cursor to the **Description of Process** field and right-click. Select **Add**. A new row appears.

5. Use the pull-down menu button to select the new **SCC Number**. Enter a Process Description.

6. If available, enter the information in the fields at the bottom of this box.

7. Click the **X** in the upper right corner to close.

8. Repeat these steps for each Emission Point/Emission Unit combination that have Potential Emissions.

In order to successfully complete Form INV-4 you must, in turn, create an Emission Unit/SCC AMS Code connection for each Emission Unit, and then complete the subsequent subtabs for each Emission Unit. You then select another Emission Point and complete the subtabs for its Emission Units.

Repeat this process for each combination of Emission Point and Emission Unit.

Throughput/Operating Schedule subtab: Notice the read-only "Emission Unit ID" field and "SCC AMS Code" fields, which display the number of the Emission Unit and SCC Code you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID and SCC Code.

Raw Material Name: Identify the raw material utilized in this emission unit. For combustion sources the raw material is the fuel combusted. If a process unit is also a combustion source (i.e., a dryer), separate Forms INV-4 must be completed for the fuel used and the raw material processed.

Yearly Total Amount: Enter the actual amount of the raw material (identified in item 10) that the emission unit processed during the emission year specified.

Yearly Total Unit Code: Use the pull down menu to select the unit of the raw material total specified in the Yearly Total Amount box.

Percentage of Total Operating Time Column: For each of the four calendar quarters, specify the percentage of the total annual throughput attributable to each quarter. Estimates are acceptable. The total of all four quarters must equal 100%.

Hours/Day Column: Enter the normal number of hours per day that the equipment or process (Emission Unit) was in operation. Since some processes are operated on a different daily schedule over the course of the year, enter the hours per day the emission unit operated during each of the four quarters.

Days/Week Column: Enter the normal number of days per week that the equipment or process (Emission Unit) was in operation. Since some processes are operated on a different weekly schedule over the course of the year, enter the days per week that the emission unit operated during each of the four quarters.

Weeks/13 Week Quarter Column: Enter the number of weeks the emission unit operated in each calendar quarter. There is a maximum of 13 possible weeks per quarter.

Control Equipment subtab: Notice the "Control Equipment Associated with Emission Unit" field, which displays the number of the Emission Unit you highlighted on the **Emission Units** subtab. All information entered pertains to this one Emission Unit ID.

ID's in Application field: All control equipment that are defined for the selected Site are listed in the **Available for Site** field in the right section of the window. Select the equipment included in this application by highlighting their names and clicking the left arrow. This moves them to the ID's in Application field.

To create a new control equipment, click **Create New ID**. Provide an ID and a description of the new equipment, then click **OK**. However, in order to enter detailed information about the newly created Control Equipment into SPARS you must go to Site Management | Control Equipment and enter the information at that location.

Edit ID: Click this button to edit either the Control Equipment ID Number or Description. CAUTION: Do not edit Control Equipment that you have moved to the left field (Control Equipment for Application field). To use the Edit ID function on a Control Equipment that has been moved to the left field you must first remove it from this field by highlighting its name and clicking the right arrow button (>). In addition, when the Control Equipment is removed from the left field, all information you have attached to this Control Equipment (in INV-3 and INV-4) will be deleted on this questionnaire.

Actual Emissions subtab: Notice the read-only "Emission Unit ID" field and "SCC AMS Code" fields, which display the number of the Emission Unit and SCC Code you highlighted on the **Emission Unit** subtab. All information entered pertains to this one Emission Unit ID and SCC Code.

The purpose of this subtab is to determine the facility's Combined Control Efficiency related to specified pollutants. The **Air Pollutant** column provides contains a drop down menu of pollutants. To select a pollutant, open the drop down menu and scroll to the name of the pollutant, the click the name.

To select additional pollutants, right-click on the name of the first pollutant selected and click **Add**. A new row appears. Repeat for as many pollutants as required.

NOTE: Spray Booth Transfer Efficiency is visible ONLY if the Pollutant is PM-10.

Air Pollutant: Six Air Pollutants are automatically listed in the Air Pollutant column. To add Air Pollutants, use the pull-down menu button to locate and select the desired Pollutant.

Emission Factor: Enter the numerical emission factor used in the calculations of actual emissions for this Air Pollutant from this Emission Unit.

Emission Factor Units: Enter the unit of measurement for the number entered in the Emission Factor. Use the pull down menu for a list of units.

Ash or Sulfur %: For combustion sources only, enter the percent ash or sulfur in the fuel. This only applies to certain sources, such as PM-10 for ash, and SOx for sulfur.

Control Efficiency %: If only one emission control device is used, enter the percent control efficiency. Be sure to enter the control efficiency in the box corresponding to the air pollutant for which that efficiency is appropriate. For example, a device may be 90% efficient in removing one pollutant from the air stream but significantly less efficient in removing PM10.

If more than one control device applies to the same pollutant at an emission point, the combined control efficiency is calculated using the following formula:

Combined Control Efficiency = CE1 + CE2 – [(CE1 X CE2)] ÷100

Where: CE1 = Control Efficiency for the First Device

CE2 = Control Efficiency for the Second Device

When two devices are used to remove the pollutant from the same emission point, the control efficiencies must be combined. For example, if the first device has a control efficiency of 50% and the second device has an efficiency of 80%, the calculation of combined efficiency is as follows:

Combined Control Efficiency = 50 + 80 – [(50 X 80) ÷ 100]
= 130 – [4000 ÷ 100]
= 130 – 40
= 90%

In this example the combined control efficiency would be 90%.

Actual Emissions [Tons/Yr]: This is the amount in tons per year of the pollutant emitted at the emission unit described. All figures should be rounded to two decimal places. There are two possible formulas.

Method 1: If the Sulfur or Ash percent is not given or the unit is not a combustion source, use the following formula:

Actual Emissions = Actual Throughput X Emission Factor X [(100 - % Control Efficiency) ÷ 100] ÷ 2000

For example, assume Actual Throughput = 30,000 tons of grain processed, PM10 emission factor = .91 lbs. of PM10 per ton of grain processed, and the PM10 control device for this emission point has an efficiency of 90%. Using the formula above:

Actual emissions = 30,000 X .91 X [(100-90) ÷ 100] ÷ 2000
= 27,300 X [10 ÷ 100] ÷2000
= 27,300 X [.1] ÷ 2000
= 2,730 ÷ 2000
= 1.365 tons of PM10 emitted per year

Note: If no control devices are used the Control Efficiency is 0%. You would enter 1.365 as the result.

Method 2: If the Sulfur or Ash percent is greater than 0, the following formula must be used:

Actual Emissions: = Actual Throughput X Emission Factor X % Ash or Sulfur from fuel analysis X [(100 - % control efficiency) ÷ 100] ÷ 2000

For example, assume the Actual Throughput is 10,000 tons of fuel burned, the Sox emission factor is 30 pounds of SOx emitted per percent of sulfur in the fuel burned, the Sulfur content of the fuel is 1.7% and the SOx control device has an efficiency of 50%. Using the formula above:

Actual Emissions: = 10,000 X 30 x 1.7 X [(100 – 50) ÷ 100] ÷ 2000

= 300,000 X 1.7 X [50 ÷ 100] ÷ 2000

= 300,000 X 1.7 X [.5] ÷ 2000

= 510,000 X [.5] ÷ 2000

= 255,000 ÷ 2000

= 127.5 tons of SOx emitted per year

You would enter 127.50 tons in the SOx box.

Emission Factor Source: Indicate the source of the emission factor used in the above units. Use the drop down menu for a list of sources.

Other - Specify: If "Other" was selected as the source, enter the name of the source in the space provided.

Spray Booth Transfer Effic %: This field is used ONLY if the selected Air Pollutant is PM-10. Enter the Efficiency of the Spray Booth Transfer, in percentage.

Calculations subtab: Note the Emission Unit ID/SCC AMS Code fields at the top of this subtab. All information on to this subtab refers only to the Emission Unit/SCC Code shown.

The purpose of this subtab is to provide IDNR with explanations for all calculations for all pollutants. All calculations must be logically organized and of sufficient detail to allow IDNR staff to recreate the emission estimate.

Pollutant column: This column is populated with those pollutants listed on the **Potential Emiss**. subtab for which emissions factors were listed.

Add a Comment: To add an explanation of the calculations for a pollutant, highlight the name of the desired pollutant and move the cursor to the space underneath the **Calculation Text** header. Right-click and select **Add**. A blank

text field opens. Enter your explanation. This field has a limit of 2,000 characters. You can use the scroll bar to view the entire text, if necessary.

If attachments are required to help with the explanation, go to the **Attach.** subtab, discussed below

Attachments subtab: The calculations entered on the **Calculations** subtab should be attached to the questionnaire on this subtab. This feature allows you to attach external files to the current form. The file can be in the following formats: Microsoft Office products (including spreadsheets (.xls, for example) or Word documents (.doc files, for example), AutoCAD, or ASCII text.

- **Add:** To attach a file, click **Add**. This opens the **Select File** box. Use the **Select File** box to find and select the file you wish to attach to the SPARS Web database. The file and its path appear in the **File Name** dialog box. A **Description** dialog box allows you to insert a brief description of the File you attached. This description is optional but is recommended both as a basic reminder and as assistance to others that might work with the application.

- **View:** To **View** the attached file, highlight the file and click **View**. SPARS Web automatically opens the file in the appropriate program. For example, if you select a .xls file to view the program will automatically open Excel to view the file.

- **Delete:** To **Delete** a file you have previously selected, move the cursor to the file to be deleted, highlight the file name and click **Delete**.

NOTE: The attached file is copied and becomes part of the **database in its current state.** For example, if you attach a Word document to the database and you make changes in the future to the document in Word, the attached copy **does not change.** If you wish to update the copy of the document in the database you must delete the document from the database and attach the revised version.

To **Save** the Form, either click the **Save** icon or select **File|Save** from the main menu. To add additional files to the database click **Add**.

9 Security

This option is accessible on the main menu from all screens. There are three options available:

9.1 Change Password

To change your password: enter your current ("old") password, then enter twice the new password. Click **OK** to set the new password. Click **Cancel** to exit without changing the password.

Passwords must consist of a minimum of six characters. No special characters are allowed except for a single underline; the underline cannot be the first character in the password.

9.2 AQB Users

This is enabled only if the current user has Administrator rights. When selected, the AQB Users form opens:

AQB Users tab: All IDNR users are listed in the table. Click Active Users to view only IDNR users who are currently active. Click All Users to view all IDNR users, both inactive and active.

Click **Add User** to create a new user.

9.2.1 Add a User In AQB

1. Click **Add User**.

2. Use the LOV to select the **Employee Name**. This LOV is populated from employee data in the SPARS database that is accessible in the IDNR SPARS software only.

3. Enter the **User ID**.

4. Use the LOV to select the **Assigned Role** for the new user.

5. Click **Create**. The new user is created and will appear in the list of users when refreshed. To exit the Add screen without saving, click **Cancel**.

Details tab: Highlight the name of an employee on the AQB Users tab and click the Details tab. The information on this tab refers only to this highlighted user.

User ID: Read-only.

Active: Check this box to make this user currently active; check the box again to make the user inactive.

IDNR Employee Name: Use the LOV to change the name of the user.

The next seven fields are read-only and display current information about this user.

Assigned Role: Use the LOV to select the current security role for this user.

Use the next three checkboxes to indicate whether this user is authorized to work on this type of application (Operating, Construction, Minor Source).

Revision fields: Read-only, indicate the last person to revise this information and the date of the revisions.

Assigned Counties: Use this field to assign an AQB user to specific counties if the role is County Reviewer.

9.2.2 Delete an AQB User

Click **Delete User** to delete the currently highlighted user. You will be asked to confirm the delete. Click Yes to complete the delete.

9.2.3 Reset Password

CAUTION: This button will automatically create a new password for the currently highlighted user *without any warning or confirmation screen.* When clicked, a dialog box appears with the new password. The user must write this new password down.

NOTE: Passwords are case-sensitive. For example, ABC123 is a different password than AbC123.

9.3 Facility Users

This is enabled only if the current user has AQB Administrator, Facility Administrator, or Facility Super-User rights. When selected, the Facility Users form opens:

Facility Users tab: All Current Facility users are listed in the table. Click **Active Users** to view only facility users who are currently active. Click **All Users** to view all facility users, both inactive and active.

Click **Add User** to create a new user.

9.3.1 Add a User to a Facility

Select **Security| Facility Users** from the main menu.

1. Click **Add User**.

2. Enter the **User ID**.

3. Enter the **First Name** of the employee.

4. Enter the **Last Name** of the employee.

5. Use the LOV to select the **Assigned Role** for the new user.

6. Select the **Assign to Administrator** if the assigned role for the new user is AQB Administrator.

7. Click **Create**. The new user is created and will appear in the list of users when refreshed. A password will be automatically generated for the new user.

8. To exit the Add screen without saving, click **Cancel**.

Details tab: Use this tab to create/edit detailed information about a specific user. Highlight the name of an employee on the **AQB Users** tab and click the **Details** tab. The information on this tab refers only to this highlighted user.

User ID: Read-only.

Active: Check this box to make this user currently active; check the box again to make the user inactive.

First Name: Enter the first name of the current user.

Last Name: Enter the last name of the current user.

Title: Enter the operational title of the current user.

Phone No.: Enter the phone number of the current user.

Fax No.: Enter the fax number of the current user.

E-mail Address: Enter the E-mail address of the current user.

Assigned Role: Use the LOV to select the current security role for this user.

Use the next three checkboxes to indicate whether this user is authorized to work on this type of application (Operating, Construction, Minor Source).

Revision fields: Read-only, indicate the last person to revise this information and the date of the revisions.

Assigned Sites: (Optional) List all sites for which the current user has authority to view/edit. Right-click and select **Add**. A blank row opens. Use the LOV to select the desired Site. Repeat the right-click/Add step to create additional rows.

9.3.2 Delete Facility User

Click **Delete User** to delete the currently highlighted user. You will be prompted to confirm the deletion. Click Yes to complete the delete.

9.3.3 Reset Facility User Password

CAUTION: This button will automatically create a new password for the currently highlighted user *without any warning or confirmation screen.* When clicked, a dialog box appears with the new password. The user must write this new password down.

NOTE: Passwords are case-sensitive. For example, ABC123 is a different password than AbC123.

9.3.4 Generate PIN

CAUTION: This button will automatically create a new PIN (Personal Identification Number) for the currently highlighted user *without any warning or confirmation screen.* When clicked, a dialog box appears with the new PIN. The user must write this new PIN down.

10 Reports

The **Reports** function allows you to view or print reports, or view saved reports.

To enter the Reports function select **Reports** from the Main Menu. The **Report Interface** window opens.

Report Menu: When Reports is selected, a new option appears on the Main Menu, the **Report Menu:**

Save Report Parameters: This opens the "Save Report" box with the following fields:

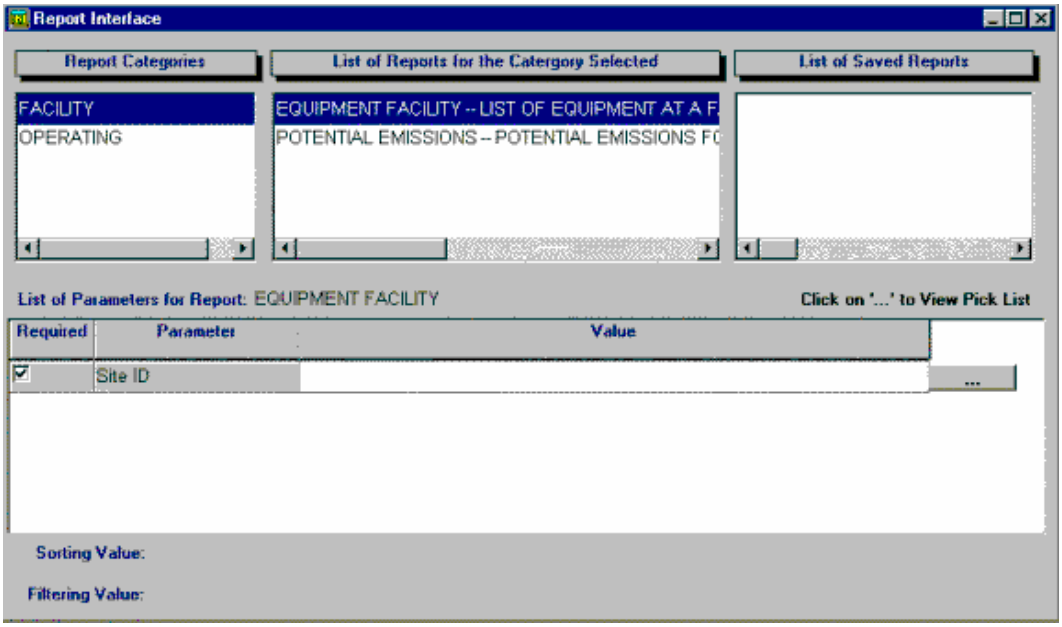
- **Report Name**: Provide a Name for your created report.
- **Share Report With All Users:** Click this box if you want this report available to all Users.
- **Save Sorting:** Click this box to save the Sort selections for this report.
- **Save Filtering:** Click this box to save the Filter for this report.
- To Save your Report Parameters click **Close**. To close this box without saving your Report Parameters click **Cancel**.

Load Saved Report: If there are any previously saved reports that you can view they are listed in the **List of Saved Reports** field in the Report Interface. To view a saved report, highlight the name of the saved report and select **Report Menu|Load Save Report**. All saved parameters, sorts and filters for this report are displayed in the Report Interface.

Reset Filter: Clears all Filters you have selected for the current report.

Reset Parameters: Clears all Parameters you have selected for the current report.

Reset Sort: Clears all Sorts you have selected for the current report.



10.1 Create a Report

1. Select a Report Category from the **Report Categories** box.
2. All available Reports within the selected Category are displayed in the **List of Reports for the Category Selected** box.
3. Highlight the desired Report from this box.
4. The Parameters for the selected Report are displayed in the **List of Parameters for Report** box.

5. If the **Required** checkbox is checked, you must enter this Parameter. To enter a parameter value, either manually enter it in the **Value** field or click the **View Data From List** pull-down menu button (indicated with " … ") and select the desired value.

6. Repeat step 5 for each Parameter.

7. To **View** your report, either click the **Print Preview** icon or select **File|Print Preview** from the main menu.

8. The selected Report is displayed in the Preview box. Note the buttons at the top of the Preview box. They are discussed below.

9. Click **Print** to open the Print dialog box. Select the printer and other parameters to print this report, then click **OK**. (You can also print a report without entering Print Preview by either clicking the **Print** icon or selecting **File|Print** from the main menu.)

10. Click **Sort** to open the Sort dialog box to specify a Sort, if desired.

11. Click **Filter** to open the Filter dialog box to create a Filter. For information on Sort and Filter, go to page 11-3.

12. Click **Reset Filter** to reset all the Filters you have created for this report.

13. Click **Zoom In/Zoom Out** to magnify the image of the report in this box.

14. To Save the data in the report, click the **Save Data As** button in the Print Preview window. The **Save As** box opens. Navigate to, and select, the location and type of file in which the data is saved. This is NOT for saving the report, but only the data within it.

15. To **Save** your report, exit the Print Preview box by clicking the **X** in the upper right corner. Click the **Save Report** icon. Enter a name for the Report in the **File Name** field and click **Save**. To view this saved Report in the future, use the instructions in **View a Saved Report**, below.

10.2 View a Saved Report

To view a saved report, highlight the name of the desired Report in the **List of Saved Reports** field. The Parameters for the selected report are displayed. If there was any filtering done to create this Report, the Sort and Filter Values are displayed in read-only fields.

To Preview the report click the **Preview** icon or select **File|Print Preview** from the main menu.

To Print the report click the **Print** icon or select **File|Print** from the main menu.

To Save a report click the **Save** icon or select **File|Save** from the main menu.

10.3 Delete a Saved Report

To delete a saved report, move the cursor to the **List of Saved Reports** field and highlight the name of the report you wish to delete. Right-click and select **Delete**. You will be asked if you wish to delete this report. Click **Yes**.

NOTE: Only the Owner (the user who created) the Report can Delete the report. If you attempt to delete a Report for which you are not the owner you will receive a warning that you cannot delete this report.

10.4 List of Reports

Completeness Report

This report lists all of the Emission Points, Emission Units, Monitoring Equipment, and Control Equipment for a Facility's Operating Application, Major Emission Inventory Questionnaire, Minor Emission Inventory Questionnaire, and/or Construction Application.

Facility Equipment Facility Report

This report lists all of the Emission Points, Emission Units, Monitoring Equipment, and Control Equipment for a Facility's Operating Application, Major Emission Inventory Questionnaire, Minor Emission Inventory Questionnaire, and/or Construction Application.

Required Field: Site ID is required. Every Application will be included in this report.

Potential Emissions

This report sums the Potential Emissions from the Facility's Operating Application Form 3.0(s).

Required Field: Potential Emissions (year)

Location of Required Field: The Potential Emissions (year) Field is located in Form 4.0 of the operating Permit Application, under the "Process" subtab. If this Field is left blank the Application will not be included in this Report. Use the pull-down menu to select the desired year.

Facility Wide Air Emission Sum Report

Report Header Text: This report lists the Potential and Actual Emissions from the Facility's Minor Source Emission Inventory Questionnaire INV-3 and INV-4 and is broken out by emission year and by criteria and hazardous pollutants.

11 Appendices

11.1 SIC Codes

All emission units in the same SIC code (the first two digits) are considered part of the same facility. There are times when sources with different SIC codes may be part of the same facility. In that case, use the SIC code that is the main one for your operations. An example of a facility with more than one SIC code is a plant that makes and prints on cardboard boxes. The primary SIC code is 2653, Corrugated and Solid fiber Boxes. The Secondary SIC code is 2754, Commercial printing, Gravure.

11.2 Troubleshooting

To contact the IDNR with questions about this software:

Call: (515) 242-5100

Fax: (515) 242-5094

E-Mail: SPARS@mail.dnraq.state.ia.us

Write to:	Attn: SPARS Web
	Iowa DNR-Air Quality Bureau
	7900 Hickman Road, Suite 1
	Urbandale, IA 50322
Website:	http://www.dnraq.state.ia.us

11.3 Print and Print Preview

These functions allow you to Print or Preview the current form, application, or report. For information on previewing a report, go to page 10-3.

PRINT: To print the current screen information either click the print icon or select **File|Print** on the main menu.

PRINT PREVIEW: To preview the current application select **File|Print Preview** from the Main Menu.

In addition, the Print Preview function will print a current report when in the Reports function.

In some areas of the SPARS program, such as the Site Management option, the Print Preview function is disabled.

Using Print Preview: Select **File|Print Preview** from the Main Menu. The current form in the active application is displayed. Note that the display shows the information from all subtabs for this form.

If any fields on this form have been marked "Confidential" by the Facility you will receive a warning notice that this form has Confidential fields. Click **OK**. The **Preview Title V Operating Application** box opens. The print version of the current form is displayed. To view the Confidential fields, if any, on this form click **Show Confidential Fields**. This button toggles between displaying any Confidential fields in the Print Preview area and making them invisible.

To print a single form in the active application, click the pull-down menu button next to the **Choose Form** field and highlight the title of the desired form. Click **Print**. The information on all subtabs for this form is printed in a format acceptable to IDNR.

To print the entire active Operating Application, click **Print Complete Operating Application**.

To close Print Preview, click the **X** in the upper right corner.

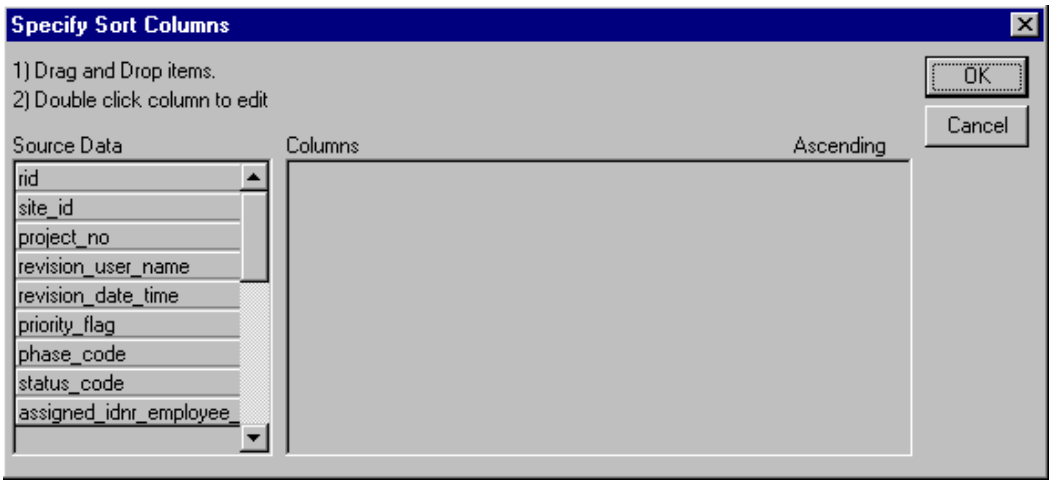
11.4 View, Sort and Filter

The View toolbar item is added to the main menu when you are in certain areas of the program. When selected it displays the following options:

The options perform the following functions:

First, Next, Prior and Last options: These options perform the same functions as the VCR Buttons described above. They move you to the First record listed, the Next record, the Prior record, or the Last record of those on the window.

Sort option: The Sort option allows you to further refine the Listing of All Projects shown on the Construction Application window. When you select this option the following window is displayed:

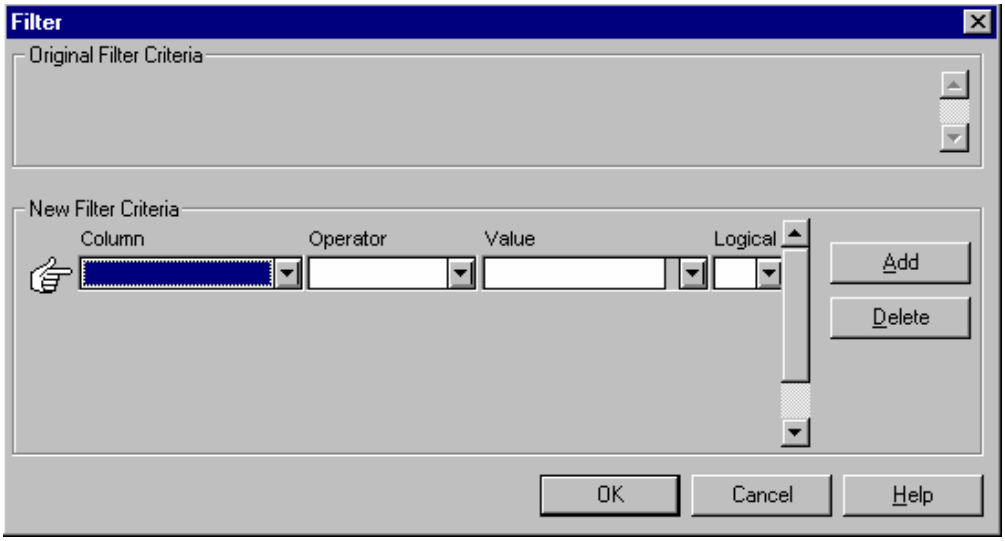


You can create a sorting statement by moving items from the Source Data list on the left side of the window to the Columns section. You do this by dragging the name (click on the name in the Source Data code and hold the mouse button down while moving the cursor to the other section) to the Columns section. You may do this as many times as you like to create a customized sorting process. For instance, if you want the Construction Applications shown in the List of All Projects sorted in the following order: by Site ID, Project Number, Priority Flag, and IDNR Number you would drag the names to the Columns section in that order.

To move previously selected items from the Columns section Back to the Source data list, reverse the dragging procedure. Click and drag the name from the Columns section to the Source Data list.

If you double click on an item name in the Columns section you can modify the selection by adding a Modifying Expression. This is an advanced option and is not necessary for users of SPARS in its current format.

Filter Option: Allows you to create a logical statement to filter through all the Applications on file. When you click this icon the following window opens:



Using the pull down menus, select the Column, Operator, Value and Logical desired. If “OR” or “AND” is selected as the Logical an additional row is

displayed. Select the Column, Operator, Value and Logical in the second row. When finished, Click **OK** and the program will filter all existing files for those that meet the selected criteria.

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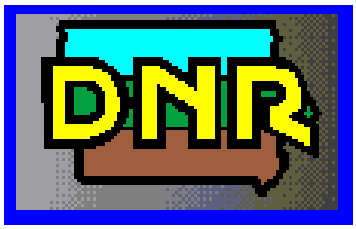

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